

Request for Proposal for Developing Gift Registry module for the Corruption Prevention Commission

AIP-2101-24-01

May 22, 2024

Armenia Integrity Project

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dexis

TABLE OF CONTENTS

Table of Contents.....	1
1. Introduction	2
2. General Information	2
3. Proposal Preparation Instructions	2
3.1 Tentative RFP Calendar	2
3.2 Communication.....	3
3.3 Submission Instructions	3
3.4 Selection and Evaluation Criteria.....	4
3.5 Cost estimation	4
Statement of Work	4
4.1 Description of Services	4
4.2 Required Deliverables.....	20
4.3 Required Qualifications	20
4.4 Additional Information	21
Additional Terms & Conditions.....	21
Annexes.....	23
Annex 1: Cover Letter	23
Annex 2: Evidence of Responsibility	25
Annex 3: Proposal Requirements	26
Annex 4: Section 889 certification.....	28
Annex 5: Subcontractor UEI certification	30

1. INTRODUCTION

Dexis Consulting Group is implementing the USAID-funded Armenia Integrity Project (AIP). The purpose of the Integrity Project is to reduce opportunities for corruption and reinforce public demand for improved governance and accountability in Armenia by strengthening corruption prevention institutions and integrity systems, supporting the implementation of specific legal-regulatory measures for corruption prevention, and facilitating a collective action approach to hold local entities engaged in corruption prevention mutually accountable.

This Request for Proposal (RFP) invites potential subcontractors to submit one technical proposal, with an associated cost proposal and budget, to provide technical assistance with developing an Electronic Gift Registry database system (the System), which ultimately will be transferred to and managed by the Corruption Prevention Commission (CPC). The System will have some overlap with the CPC's current electronic asset declaration system and can be considered a module of that. The System should be considered as an interconnected element of the Corruption Prevention Commission's (CPC) overall E-Platform.

Dexis anticipates that this RFP will result in a subcontract between AIP and the successful offeror.

2. GENERAL INFORMATION

Dexis Consulting Group (Dexis) is a professional services firm that solves the most pressing social challenges in complex environments, paving the way for a more secure and prosperous world. Our vision is to be a leader among professional service firms working at the center of the U.S. Government's most critical foreign assistance and national security challenges, recognized for our steadfast commitment to ingenuity, integrity, and investment in our people. We operate within an ISO 9001-certified quality management system and embrace new technology to optimize our work.

3. PROPOSAL PREPARATION INSTRUCTIONS

In responding to this RFP, offerors accept full responsibility to understand the RFP in its entirety, and in detail, including making any inquiries to Dexis as necessary to gain such understanding. Dexis reserves the right to disqualify any service provider who illustrates less than such understanding. Such disqualification shall be at no fault, cost, or liability to Dexis.

All information provided by Dexis in this RFP is offered in good faith. Individual items are subject to change at any time. Dexis makes no certification that any item is without error and is not responsible or liable for any use of the information or for any claims asserted there from.

3.1 RFP CALENDAR

The following calendar summarizes important dates in the solicitation process. Offerors must strictly follow these deadlines.

RFP announced	April 26, 2024
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RFP reannounced	May 22, 2024
Deadline for written questions	May 27, 2024
Answers provided to questions/clarifications (estimated)	May 31, 2024
Proposal due date	June 7, 2024
Subcontract award (estimated)	June 19, 2024

The dates above may be modified at the sole discretion of Dexis. Any changes will be communicated by e-mail to all prospective offerors.

3.2 COMMUNICATION

Applicable terms and conditions herein shall govern communications between Dexis and offerors in relation to this RFP. All questions or clarifications regarding this RFP must be in writing and submitted to armenijobs@dexisonline.com by the deadline stated in the Section 3.1 of this RFP. Questions and requests for clarification, and the responses thereto, will be circulated to all RFP recipients who have indicated an interest in this RFP. armenijobs@dexisonline.com by the deadline stated in the Section 3.1 of this RFP. Questions and requests for clarification, and the responses thereto, will be circulated to all RFP recipients who have indicated an interest in this RFP.

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

3.3 SUBMISSION INSTRUCTIONS

Offers must be received via email by 23:59 Armenian local time, June 7, 2024. Offerors should send their technical and cost proposals (with budget) by email to the individual identified in Section 3.2. Further details can be found in Annex 3, Proposal Requirements.

Offers must be on the company letterhead with the company's contact name and address. The subject line of the offer transmission email must identify the RFP reference number (AIP 2101-24-01) and the offeror's name (example (AIP 2101-24-01_X company)). The certifications under Annex 2, 4 and 5 must be filled in and submitted together with the proposal.

Proposals that are submitted late or incomplete run the risk of not being considered for review. Late proposals will be marked as "late" and are generally ineligible for review or award. However, Dexis reserves the right to accept and include late proposals in the review and award process when it is considered within the best interest of Dexis to do so and if none of the applications that were received on time have been opened and reviewed.

Offerors are responsible for ensuring their quotations/proposals are received according to the instructions stated herein.

Withdrawals of proposals may be done by written (email) notice at any time before award.

NOTE: Dexis reserves the right not to enter into any subcontract, to add, remove, or edit any aspect of the subcontract's statement of work, prior to the negotiation of a subcontract without prior notification or liability. Dexis is not obligated to execute a subcontract nor is it committed to paying any costs incurred in the preparation and submission of the proposals.

3.4 SELECTION AND EVALUATION CRITERIA

The evaluation of each proposal submitted in response to this RFP will be based on the technical approach and creativity, scope of proposed activities, organization's capacity and past performance, financial proposal and cost reasonableness. The purpose of this RFP is to identify those suppliers that have the interest, capability, and financial strength to supply Dexis with the product and/or service identified in the Statement of Work.

Proposals will be evaluated on the basis of the following criteria:

Criteria	Maximum Points
Technical Approach and Creativity	40
Scope of Proposed Activities	10
Organization's Capacity and Past Performance	20
Financial Proposal and Cost Reasonableness	30
Total	100

Offerors whom Dexis determines to possess the capacity and past performance to compete for this subcontract will be selected to move into the evaluation stage. Written notification will be provided via e-mail. Offerors not selected will not be notified.

3.5 COST ESTIMATION

The maximum cost estimate for this project is set at USD 140,000.

STATEMENT OF WORK

4.1 DESCRIPTION OF SERVICES

In 2018, the A Law "On Public Service" was adopted, the seventh chapter of which is completely dedicated to the integrity system. The ban on accepting gifts by public servants was included in the integrity system and as a component of the integrity system was one of the tools for ensuring transparency in the public service and managing corruption risks.

The Corruption Prevention Commission, with the support of the RA Ministry of Justice has developed a concept and action plan for the improvement of the framework for the prohibition of accepting gifts by

public officials and public servants, which is reflected in the Action Plan of the RA Government. According to the Action Plan public officials and public servants are obliged to record the permissible gifts received by them in the gift registry. In this regard it is crucial to develop an electronic gift registry to monitor the gifts received by the public officials and enhance the integrity system in the public sector.

The implementation of the digital system of gifts will provide automated solutions for the registration of gifts, their evaluation, and publication of the information, and will ensure the interoperability of the system with other digital databases.

As a result of the design and construction of the System, it is assumed that full digital supervision should be ensured over the registration of gifts received by public officials and civil servants in the course of performing their official duties and related to this function.

The new electronic declaration system has been operational since February 1, 2023. As a result of the design and construction of the electronic declaration system, the possibility of completing and submitting declarations electronically is provided. The digital system for registering gifts will be developed based on the e-declaration system of the Commission, by introducing it as an integrated system of the asset declaration platform.

The database of the gift registry system will be stored the same way as the Declaration System (DS) is presently stored, which is presently located at a secure facility with access granted to only authorized personnel.

From the perspective of public officials, the portal will be intuitive and easy to use, and will operate similarly to the DS and any other regularly used secure online systems with self-service registration.

Activities

I. Registration

The requirements for registration shall be the same as for the registration of the DS. Existing functionality shall be leveraged. According to the registration process for the DS public officials, who have official government email accounts assigned to them, will use their government emails and social security numbers (unique identifiers) to register for the portal and will be prompted to make a strong password and set up two-factor verification via their mobile phones - an efficient method with relatively low costs. However, a preferable and secure authentication process using Electronic ID (e-ID), or Mobile ID (m-ID) shall also be implemented. Those who do not have an official government email will use their personal email addresses to register in the declaration system. Once the registration process is completed, the system will send an automated notification to the public official, with the request to verify their account and set up a password for login. In terms of cyber security, the critical success factor is to make it relatively easy for public officials to enter information on the portal, but impossible to extract information from the system.

Public officials, who already have an account in the Declaration System will only need to log in to their accounts. Two separate flows will be opened for declarants in one account, and two workflows will be enabled as per the eligibility of the user for declarations and or/gift registry.

For the initial login to the account, the combination of a last name and public service number will be used.

After a public official is successfully registered, the system will generate a personal authentication code (e.g. 8 digits) and send it via their email, and a text message with a One Time Password (OTP) to verify the registered phone number. Public officials will then validate their login using the personal authentication code, after which they will be prompted to create a strong password. Multifactor authentication shall be implemented and enabled using at least one knowledge factor and, one additional factor as mentioned below:

- Possession factors:
 - Electronic ID (e-ID, mobile ID), if the public official has an ID card reader available, or a corresponding service enabled by the mobile service provider. This shall be considered the recommended option whenever possible.
 - One Time Password (OTP) sent as a text message (SMS) to the public official's registered mobile phone, emailed to the registered mail address, generated by an authentication app installed on the declarant's mobile phone (Google Authenticator, Microsoft Authenticator, etc.), or made available to the public official via automated voice call to the registered phone number.
- Knowledge factors:
 - Strong password compliant with the complexity and length requirements of best practices and standards (e.g. [NIST Special Publication 800-63B](#))
- Inherent factors:
 - Biometric data (e.g. fingerprint, face, voice).

The system shall provide the flexibility to enable or disable use of any factor for the registration/login process (by the administrator).

After the first successful login, the system shall check the presence of a public official's unique identifier (social security number) in the roster of public officials, which is automatically updated using interconnected state databases (directly or using the Government Interoperability Platform (GIP)), or by focal points through their dedicated dashboard. If no record is available about the public official in the roster, the system will add a new record and notify the CPC, and the corresponding agency (through a dashboard for focal points).

The registration process will align with the declaration system's requirements, utilizing existing functionality.

The registration process should enable automatic extraction of information from state databases, linking the related individual via social security numbers. Meanwhile, the system should allow declarants to review the personal information extracted from state databases and make modifications, including personal information, as demonstrated in the sections below:

1. Please fill in the following fields in order to register

Full name
Social security number
Phone number

Official e-mail address
Personal e-mail address (if you do not have official email)
Additional information (title, department, etc.)

Following registration, public officials will gain access to their personal account.

The requirements for login will adhere to the stipulated provisions of login of the declaration system, making use of the current features and capabilities in place. Existing functionality should be leveraged.

II. Profile

The requirements for Profile shall be the same as for the Profile of the DS. Existing functionality shall be leveraged. Particularly, after the first successful login, the public official will be redirected to his/her profile page.

After registration, email, and phone number verification and first successful login via multifactor authentication, a public official will be redirected to their profile page, where a set of profile related data fields consisting of both mandatory and optional fields (flexibly set by the CPC administrator or any other user with corresponding privileges), will be loaded, and prefilled based on information available from interconnected databases.

A public official will be required to review, and where necessary, modify or fill out their profile information which is automatically extracted from state databases, including information such as their official title and department and other relevant information such as level of seniority, term in office, and other details as needed. After completion, profile information will be submitted and locked. However, if a public official changes their role and workplace, it is important for the account to be able to be modified either by the CPC or focal points (e.g. the HR department of the agency). Such changes can include new government email, updates to her/his profile information (title, term of office, seniority, etc.).

During the autofill process, wherever the system detects overlapping information loaded from interconnected databases, the user shall be prompted to choose the correct value for that field. If any auto filled field is modified by the public official, then the original value should also be made available (e.g. flagging the field and showing the original value via hover on box) for the CPC official whenever reviewing the form. Whenever a value which is extracted from databases is changed by the public official, s/he will be prompted to provide a reason for the change (e.g. using a pop-up window where most common reasons will be listed, and the user will be asked to choose one, or fill in any other reason in an optional field).

After successful registration, accounts of public officials shall remain active, even after leaving the office, without modification rights of any documents already submitted. This will enable the CPC to ask for further information after the resignation of a public official, as needed. The CPC shall also be able to define a user account suspension/deactivation policy (either based on specific user, user category, or a predetermined custom group) within the system as needed (e.g. such as suspending/deactivating a user's account 2 years after leaving the office). It will not be possible to remove any users (of any type) from the system as it will result in the loss of an audit trail.

III. Gift Registration Process

Once logged in, public officials will gain access to their web-based submission portal or workspace where they will be able to consult the history of their gifts, exchange documents or messages with CPC; view regulations/changes in incident legislation, etc. Public officials who are also declarants will gain access to both spaces – gift registration and asset declaration.

The gifts which are not exceeding the amount of forty thousand AMD should not be registered except for periodic (five or more) cases of receiving a gift from the same source within six months.

Ceremonial gifts given publicly by foreign states, international organizations or other entities are not subject to registration. Cases covered by at least one mass media or on the official website of a public authority are considered public.

Public officials are obliged to register the permissible gifts received by them periodically (five or more times from the same source), by filling in the gift registration forms, in the register no later than within ten days after receiving the gift from the same source for the fifth time within six months. Fields of gift registration will always be automatically filled, either based on the information available in interconnected databases, or previous form submissions. Users will be able to choose the preferred option for auto filling fields and data sources will be visible to the public official wherever a field is prefilled.

The module will contain automatically retrieved lines from other databases, as well as ready-made descriptions and prompts to fill in the necessary information, for example, types of grouped gifts, their descriptions, etc. With prompts, and automatically completed fields, it will be possible to ensure compliance with legal provisions and gift accounting rules, which in turn will help to present accurate and complete data.

Gift registration form is composed of the following main sections:

- Personal data
- Position held
- Information on Related Persons
- Information on the Gift Giver
- Gift Information

Personal data

By entering into the Register, the public official fill in the following personal data:

1. name, surname, patronymic
2. date of birth
3. Social Security number
4. identity document (identification card, non-biometric passport, biometric passport)

5. address and contacts (registration address, actual residential address, ,
6. mobile and landline(if applicable) phone numbers

All the possible lines are filled in automatically after the person enters the social security number (through downloading from the electronic databases of the competent authority, with the possibility of editing).

It is essential to avoid questions which will require answers in free format text, so that the further analysis of the information will be more straightforward.

Position held

After filling in personal data, the public official will provide information about the position held by him in public service.

In this section public official should fill in the following data on the positions held by him/her:

1. name of the body;
2. position held;
3. type of position;
4. the start date of holding office (auto-loadable);
5. termination date of the position (auto loadable);
6. e-mail address.

All the possible lines are filled in automatically after the person enters the social security number (through downloading from the electronic databases of the competent authority, with the possibility of editing).

Gift Giver Information

In this section public official should fill in the information about the person who gave the gift by indicating:

1. in the case of a natural person: name, surname,
2. position held; name of workplace,
3. in the case of a legal entity;, name of the entity, country, of registration, the field(s) of activity,

Gift Information

The e-system should be designed in a way that it is relatively simple for public officials to enter the gifts by type, category, attributes, and value.

The gifts subject to registration under the law "On Public Service" are electronically recorded in the registry, the information on the registered gifts is recorded and saved, in particular, the electronic copies of the documents that are the basis for the registration, photos, copies of certificates (if available), expert's opinion (if available). Information about registered gifts is stored in individual work profiles (workspace) of the Registry.

According to the law "On Public Service" persons holding public positions and public servants must not accept or agree to accept in the future any gift related to the performance of their official (service) duties. Public officials may accept only gifts prescribed by the Law.

Particularly, public officials should fill in the following data regarding the gifts received by them:

- Classification of the gift (gifts or organized hospitality provided in the framework of state or official visits or events, as well as working visits, business trips, materials provided free of charge for official use, scholarship, grant or benefit, ceremonial gifts given by foreign countries, international organizations or other persons, other gifts)
- Type of the gift (property, service, forgiven claim, work performed, hospitality, concessional loan, assignment of claim, currency, cryptocurrency, free use of property, other benefit, or advantage)
- Brief description of the gift
- The estimated value of the gift by the recipient in AMD
- The date of receipt of the gift
- Circumstance of receiving the gift (for example, name of the event, business trip, business visit, announced competition, etc.)
- Other details or additional information

The approximate value of the gift will be checked by using different sources to establish the price of similar products and through other readily available data. In case of using open sources, it is necessary to compare at least two similar sources to determine the price or use the primary source which sets the price for the product or service (for example, a manufacturer or issuing organization or an official sales website).

in the case of using publicly available information regarding the prices of the same or similar products or services, it is permitted to use one source if the product or service is completely identical (for example, the same product is available in the store).

In order to determine the price, it is permissible to use pricing information of similar products within international trade networks (e.g. amazon, Taobao, E-bay, Wildberries, Ozon and other networks).

In all cases when it is not possible for the public official to determine the value of the gift or he/she finds it difficult to determine the price, he/she shall notify the Commission in writing so as to receive appropriate assistance.

Considering the evolving gift registration requirements, it is required for the system to provide the flexibility and capability of adding new types of gifts in the future. The form should be formatted to encourage specific, detailed information, while being flexible enough to accept unusual gift types that

may not be available via drop-down menus. This may be done by accepting an “other” gift type which, if used, will require a longer and more detailed explanation.

Reviewing before the submission

Public officials can review the filled information before submission. The review process will consist of two steps: (i) review of the entire gift registration form, at the time when the form will be loaded on a single page allowing the public official to review all the fields, and make changes either while within that view, or by clicking on the field which will open the corresponding page of the registration in a new window, (ii) public officials can review fields that will be made public after submission, where they can still make modifications but cannot change whether field will be made public or not.

To make the portal easier to use, a set of user tutorials (possibly including videos), and tool tips should be available within the submission portal which explains the gift registration form and the submission process.

A public official, in the event of finding a discrepancy (data that is incomplete or incorrectly filled out) in the gift registry, will be able to within four days after the gift registration, shall contact the Commission to receive permission to correct the discrepancy, indicating the name of the applicant, surname and patronymic, position, date of submission of the gift declaration to be corrected, amended, supplemented, detailed description of the error or incomplete data and the reason for the error. A public official is authorized to correct only the data of the gift declaration for which they have written an application and received the Commission’s permission. The deadline for addressing the discrepancy in the gift declaration may not exceed five working days after receiving the correction notification sent by the Commission. If the corrected gift declaration is not submitted within the specified period after the inconsistency has been addressed, the Commission accepts the initially submitted gift declaration as the basis for review.

Publication

According to the law "On Public Service", the information regarding acceptable gifts and those subject to registration is public and open, except for the information on gifts protected by the legislation of the Republic of Armenia. The information protected by the legislation of the Republic of Armenia in the registry can be published only after declassification of that information in the manner and within the time limits established by the legislation.

The data subject to registration, stored in electronic databases managed by other state and local self-government bodies, are automatically downloaded, changed, and updated in the Registry as well, without an additional application or request by the person holding a public position and the public servant.

Information about gifts recorded in the Registry, except for information protected by the legislation of the Republic of Armenia, becomes publicly available after 5 working days after the gift is recorded in the Registry by a person holding a public position or a public servant.

Within the data to be included in the gift registration form, the following data are subject to publication:

1) the following personal data regarding a person holding a public position or a public servant:

a. name, surname, patronymic,

b. birthday, month, year,

2) the following data regarding the position held by a person holding a public position or a public servant:

a. name of the body,

b. position held,

c. date of appointment at the position,

d. date of termination or termination of authority (if applicable);

3) the following information about the person giving the gift:

a. in the case of a physical person: name, surname, position held, place of work,

b. in the case of a legal entity: the name, the country where it is registered, the field(s) of activity,

4) the following information about the gift:

a. gift classification: gifts provided within the framework of state or official visits or events, as well as working visits, business trips, or usually organized hospitality, materials provided free of charge for official use, scholarship, grant or benefit, ceremonial gifts given by foreign countries, international organizations or other persons gifts, other gifts,

b. type of gift: property, service, work performed, hospitality, forgiven claim, concessional loan, assignment of claim, currency (including cryptocurrency), free use of property, other benefit, or advantage,

c. a brief description of the gift,

d. the estimated value of the gift by the recipient,

e. the day, month, year of receiving the gift,

f. the occasion of receiving the gift (for example, name of the event, business trip, business visit, announced competition, etc.),

g. other details or additional information.

5) the date for filling out the gift registration form.

Additional Form Requirements

- When accessing the portal/personal workspace, the public official should be able to review their previously submitted forms, declaration and to create new forms (from the beginning or by using the latest filled in form) to avoid time-consuming (and error-prone) re-entry of the same information.
- “Save draft” / “Autosave” functions should be available when a public official chooses to interrupt the filing process and return to it later. A reminder or notification should be sent to complete a draft that has not been submitted after 5 days. When navigating between different sections, the form will offer the option to “Expand / Hide section” for a cleaner layout experience and better visualization of the fields that need the attention of the public official.
- The database should be populated with all available ‘metadata’ information. This translates into removing the burden of typing information and replacing it with dropdown lists, as much as possible. This is also done for standardizing completion and preventing spelling errors, or other human errors.
- There shall be a helpdesk (chat bot) available to address issues which public officials might face or questions that they might have. The chat bot should also have the capability to connect the declarant to a helpdesk employee in case the bot itself is not able to properly address the question, or if the public official needs additional information.
- When filling in the gift declaration, the declarants must explicitly mention “Not applicable” from a dropdown menu when he/she has no items to declare in a certain section.
- Completion status of the form, and overall gift declarations shall be visible to the user, on a completion bar, and be dynamically updated based on the pages filled.
- The portal should have the ability to scan and convert to text information that is submitted via images and PDFs.
- The portal shall allow for exporting the filled gift declaration in PDF or Word formats, and also automatically email the submitted form to the user’s registered email.
- The system should incorporate a transliteration system for converting information between Armenian, Cyrillic, and Latin alphabets.
- The electronic gift declaration form should be editable in the event of amendments (legislative changes) which require changes in the approved form of gift declarations.
- The signing and submission of a gift declaration should require the public official to re-enter their password and a 2-step verification code.
- While the system will be interconnected with all necessary databases, having automated access to existing data in state registries, public officials should still have the ability to upload supplementary attachments in non-text formats such as a pdf, or image, to allow them to provide evidence of received gifts. Each of these submitted documents should require an accurate title and description, maximum allowed file size and quality requirements (e.g. 600 dpi).

Public officials will be able to review all information related to them which is extracted from other interconnected state registries. This will enable them to ensure that the extracted information is accurate and if they will need to revise any information when filling in the declaration forms.

Data storage and interoperability with external databases

Data storage and interoperability with external databases will be the same as with the Asset Declaration System. To enable better usability of the systems for its users and enhance data quality, it is essential for

the systems in the CPC's E-Platform to be able to cross check and validate information submitted by the public officials. At the same time, it is essential that security and privacy of data and users should always be of the highest priority and all best relevant security tactics and patterns shall be considered, analyzed, and implemented. Data storage and use shall be compliant with the RA Government's³ and the GDPR requirements.

The new system of asset declaration e-platform is connected to the RA Government Interoperability Platform (GIP)⁴ and the gift registry module which is part of the asset declaration platform is automatically connected to the GIP.

The GIP is a centralized data store enabling data sharing from various state databases which serves as a data extraction point for the CPC's systems.

IV. Analytical system and algorithmic decision-making tools

Data validation and quality review (Formal check)

Data validation and quality review for Gift Registry module will be performed the same way as the Declaration System. A formal check is an automated process which occurs immediately before allowing a public official to submit a gift declaration. The purpose of including a formal check is to reduce the number of errors and inaccuracies in individual submissions. This, in turn, will help improve the quality of the data being submitted, improve compliance rates, and reduce time spent verifying information by CPC staff. A gift declaration cannot be considered submitted if any errors are identified during a formal check. The process will check gift declaration forms for obvious errors and unfilled required fields and then return forms with mistakes to submitters for correction and then resubmission (see example below).



In this way, the formal check is analogous to a submission spell-check: it will correct for simple errors and mistakes on the submission form. Public officials who submit forms with errors will be returned to the same gift declaration submission screen with problem areas highlighted in red and explanations as to why the submission was not accepted. Submitted forms will not be accepted until all highlighted errors are resolved. Suggestions on how to resolve the issues will be made available to the public official via tooltips shown on each field containing invalid input.

The formal check process, as with all other functionalities of the system, will need to pass through a quality assurance process before being implemented, in order to avoid situations where public officials submit correct information which the formal check interprets as incorrect and therefore rejects the submission. The public official should also be able to flag the rare instances in which the formal check process identifies errors incorrectly. When public officials flag incorrect errors, they will be required to submit a ticket where they indicate why they believe the error is incorrect and then also include what they believe is the correct information for the specific field in question. They will still need to correct the error identified in the formal check, and this "corrected" information is what will be published. If,

however, the ticket is reviewed and it is determined that the error was in fact incorrect, the relevant information included in the ticket will be used to amend the published form.

The formal check process will take advantage of interconnections with external databases to increase its cross checking and validation capabilities.

Technical Requirements of the Formal Check

In practice, the formal check ensures that all relevant fields of the gift declaration form are filled in with the appropriate category of data and that data corresponds to existing fields.

The formal check, or quality assurance process, involves using input masks that are developed and introduced as a validation filter for the information in the gift declaration. An input mask will allow the developers of the gift declaration form to specify exactly how data should be entered into the database. It is an expression that specifies certain rules about how the data should be formatted as it is entered into the system.

Example:

- “ ! – A gift declaration form for the same gift and covering the same information has already been submitted”
- “ ! – Mandatory fields highlighted in red were left empty”

Input masks should be developed considering validation rules approved by the CPC.

Considering the automatic nature of the formal check and the fact that the response to the public official needs to be instantaneous, this review process will not focus on any question of substance.

4.2. Risk analysis, red flags

The risk analysis algorithm should build on best practices used in electronic declaration systems by governments around the world, as well as any additional factors that may improve the quality of the analysis. The algorithm will need to be sensitive to the factors – such as total gifts value, large or unusual gifts, and role of the specific public official – that are used by other electronic asset declaration systems to identify high-risk submissions. Due to the evolving nature of the risk environment, sensitive factors, also known as risk factors, shall be defined by the CPC and the system shall provide an intuitive and easy risk management dashboard to flexibly define, remove or add new factors and corresponding weights, as needed. An artificial intelligence (AI) engine will also add to the system’s capability to determine and suggest such risk factors automatically. The dashboard will also provide an overall view of the current risk environment and provide visualization for comparing the actual/defined risk environment with the one that the built-in AI based expert system suggests.

The aim is to identify all possible red flags which will reveal problematic gift declarations of the public official. On problematic gift declarations and flagged potential violations, full audits will be conducted at a later stage. The purpose of the plausibility check is to ensure effective monitoring of gift declarations. The aim is to ensure:

- that risky ones are red flagged and are not bypassed

- that the business process is optimized, allowing efficient use of human resources and with that higher quality of monitoring.

The algorithm shall also provide flexibility for defining categories, such groupings can be based on compliance levels, job function, type of gift and a public official’s position. It should be possible to define:

- Easily modifiable rules - based risk models (rules shall be defined by the CPC and can be modified as deemed necessary by CPC).
- Neural network-based pattern identification risk analysis capability which will function utilizing artificial intelligence and machine learning. This can be implemented by supervised or unsupervised (preferred) learning algorithms. CPC decisions resulting from full audit cycles can be considered as a feedback loop for this analysis engine.

It is also essential for the system to be able to dynamically evaluate the market conditions per each category of gifts such as jewelry (precious stones, gold, silver), cars (based on year, make and model), real estate (based on location, type, size, floor, etc.). To identify the market conditions, the system’s analytics engine shall utilize crawlers and data scrapers, to extract information from corresponding online resources, such as banks for the rates on precious metals, online stores for cars (e.g. auto.am, list.am), corresponding websites for real estate (e.g. estate.am), corresponding websites for alcoholic drinks, foods (sas.am buy.am), corresponding websites for household appliances (zigzag.am, vega.am), corresponding websites for stationery (karandash.am), online retailers and marketplaces (amazon.com) etc.

The system shall also be capable of creating risk portfolios per individual public official, based on the criteria defined by the CPC, which should be easily modifiable by the CPC, whenever needed.

4.3 Examples of Pre-Determined Risk Factors:

Examples of risk factors are provided in this section. This is, by no means, an exhaustive list, and its implementation shall not be limited to the examples provided herein.

Figure A: examples of pre-determined risk factors

Risk factor	Description
Gifts frequently received from the same person	Identify individuals or organizations which frequently provide gifts to the same public official. More than five gifts from the same individual or organization within a calendar year.
Gifts from persons or organizations in contractual relations	Consider as a risk indicator the gifts that were given by the organization which has a purchase or other contract with the ministry which is the public servant’s workplace. Gifts from individuals or organizations listed as current contractors.
Period of gift-giving	Identify gifts received before or after important events, such as elections, budget discussions, or procurement processes. Gifts received within a month before or after a major decision or event.

Frequency of gifts	Identify the frequency of giving gifts to an official. Increasing the number of gifts in a certain period. For example, 5 gifts a month.
Non-registration of gifts	Specify the cases when the government officials do not register the gift within the specified period. Not-registered gifts within 30 days.
Numerous gifts from a single donor	Identify cases where an official receives an unusually large number of gifts from a single donor. More than five gifts received from a single donor during a calendar year.

Other examples:

- (i) *Red-flags in the submitted form:*
 - The absence of some information which is mandatory;
 - Major gifts which exceed a normal threshold;
 - Special types of gifts or gifts received from persons associated with lottery, sports betting, casino etc.;
- (ii) *Red-flags resulting from comparing the content of disclosures over time*
 - Considerable increase in receiving gifts in one calendar year. The threshold for this increase should be calculated by the CPC.
 - Unusual patterns in the official’s gifts declarations compared with other officials of similar level (in the presence of an automated function).
- (iii) *Red-flags resulting from checks with external sources of information*
 - Unusual/understated/overstated price of goods and expenses (to be implemented by analytics engine).

All public officials with obvious risk factors will undergo a full audit check, which is the last and most in-depth verification executed by the CPC. If the capacity of the CPC is limited to a certain number of full-audit checks (e.g. system identifies 900 red-flags, but given the institutional capacities, the CPC officials can only audit 50 forms of gift declarations), the sorting / ordering of the results will be done by the E-system according to the following criteria:

- Type of the risk
- Number of identified risks
- Risk value by function of the public official

The threshold should be established by the CPC after year one of applying this automated mechanism. This way, the CPC will be able to observe the impact of the pre-selected red-flags embedded within the E-system and the overall score of each declaration during one submission cycle. By adding to this equation their workload capacities, CPC can establish a reasonable threshold for the next year. From the risk management perspective, it is also necessary to avoid auditing the identical declarant by the identical CPC staff consecutively. The audit process shall follow a rotational concept, not allowing the same CPC employee to audit the identical declarant more than once (any number should be configurable by administrator) during two consecutive audit cycles. If this is impossible due to workload capacities, then system shall notify the commissioners about the potential risk.

Launching the plausibility check

The automated plausibility check should be launched after the gift declaration has entered the system.

A plausibility check is considered as a resource intensive process. In situations where the system will have to perform numerous operations (due to submissions “peak”) the system should schedule the automated plausibility check in “batches” (e.g. first week – public officials whose surnames starts with A to J, second week – from K to S and so forth). On the one hand, CPC members, with corresponding privileges, will be able to schedule and trigger such checks manually which will override the automatic configuration, and they will be able to run such checks on a preselected number of gift declarations; on the other hand, the automatic scheduler will automatically identify the system’s idle periods, and run the checks during those hours, so that resources will be available for other functionalities of the system.

Full Audit

The full audit (often known as an in-depth review, or manual verification) will be the last layer of verification instituted by the CPC upon the gift declaration forms. The aim of this type of verification will be the detection of any irregularity, and possible violations regarding gift acceptance, using all possible means beyond the gift declaration itself and other readily available data (e.g. such as automatic queries to external database from the plausibility check).

Triggers for launching full audit

Triggers for launching of a full audit include:

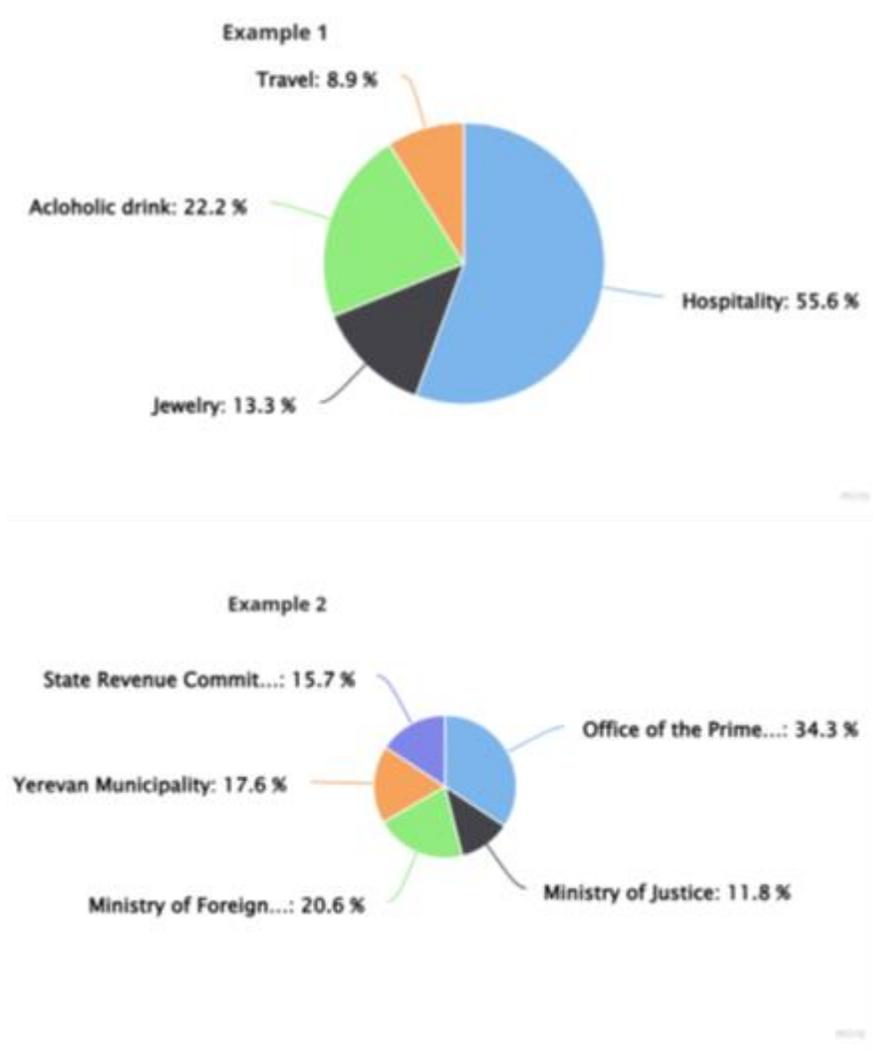
- *Gift Declarations which failed the plausibility check*
 - Should the gift declaration fail to be sufficiently plausible, this will lead to a full audit of the gift declaration. A reasonable number of potential cases to be addressed should be chosen with the help of the methods described under the plausibility check section.
 - Every case should be randomly assigned by the E-system to CPC officials.
- *Failure to submit gift declarations*
 - Persons who failed to submit gift declarations in the correct time will be subject to full audit.
- *Random selection of gift declarations*
 - The CPC should not only rely on plausibility check failure, submission compliance check failure or external notifications. In order to ensure that no official can be sure they will escape scrutiny, the CPC should also target gift declarations cleared (no risk or low-risk indicators) under the plausibility check. This can be done by incorporating into the system a *random selection of gift declarations feature*
 - CPC officials should establish, based on their working capacities (human resources, mainly), how many gift declarations should be selected using this method. The random selection method should ensure that each year a different sample is chosen.

Report and statistical data

The system should be able to generate reports and statistical data according to the gift declarations. The statistical data shall be public and accessible by interested people through the CPC webpage.

The system should generate a reporting package which should allow for a self-serve mechanism (with a certain set of pre-defined reports). Following information shall be considered to generate the reporting package:

- Number of gift declarations
- Average price of gifts
- Distribution of gifts by ministries
- Distribution of gifts by types
- By dates: annual, semi-annual



Wherever possible, the information should be separated by public institution, type of public official, region etc. The data included in the report should be illustrated in a friendly manner. Reports should be downloadable in printable form / machine-readable format.

V. Technical Requirements

The Gift Registry module is integrated into the Declaration System, necessitating adherence to the same technical requirements. This approach promotes standardized coding practices, reducing the likelihood of errors and enhancing system stability. Furthermore, having shared technical requirements encourages a modular design, enabling scalability and adaptability for future enhancements or feature additions.

Technical requirements will be the same as for Declaration System and will include provisions of intuitive design and usability, secure by design, maintainability, modularity and reusability, interoperability, efficiency, codebase, implementation of CI/CD pipelines, testing, future proofing. All the information regarding technical requirements of Declaration System is provided as Annex 6.

Additionally, the Gift Registry module servers will be hosted and managed by the Electronic Government Infrastructure Implementation Agency (EKENG). Moreover, EKENG has established data storage, mapping methodology and technical standards. It is also necessary to adapt the registry to these standards.

4.2 REQUIRED DELIVERABLES

1. Development of the Gift Registry module.
2. Development of Registration part.
3. Development of Profile part.
4. Development of Gift Registration Process part.
5. Development of Analytical system and algorithm decision making tools.
6. Development of Technical Requirements part.
7. Extracting information from corresponding online resources, such as banks for the rates on precious metals, online stores for cars, corresponding websites for real estate, corresponding websites for alcoholic drinks, foods, corresponding websites for household appliances, corresponding websites for stationer, online retailers and marketplaces.

4.3 REQUIRED QUALIFICATIONS

- A strong background in software development is essential, particularly in web development and database management. Experience in developing modules, registration systems, profile management systems, and analytical tools is necessary.
- Proficiency in developing analytical systems and decision-making tools, including algorithms, is required to create the Analytical system and algorithm decision-making tools.
- Comprehensive knowledge of technical requirements and the ability to develop technical specifications.
- Expertise in web scraping techniques to extract information from various online resources, including banks, online stores, websites for real estate, alcoholic drinks, foods, household appliances, stationery, and online retailers.
- Experience working with Synergy IDM platform is preferred (for more information regarding the technical stack see Annex 7)
- Capability to conduct thorough testing and quality assurance to ensure the reliability, security, and performance of the developed modules and systems.

- Awareness of security best practices and compliance requirements, especially when dealing with sensitive data from online resources.
- A portfolio showcasing previous projects, emphasizing software development skills.
- A multidisciplinary team comprising software developers, data analysts, quality assurance testers, project manager, etc. Staff CVs should be included with your submission.

Companies and/or organizations are welcome to apply as single entities or in consortium/partnership with other organizations.

4.4 ADDITIONAL INFORMATION

Details and format of collaboration mechanisms with the CPC and other government institutions will be developed in cooperation with and coordinated by the Armenia Integrity Project.

The Period of Performance is approximately six months, tentatively June 2024 to December, 2024

Offerors should have the capacity and flexibility to adjust the technical assistance services at the request of AIP and the CPC if needed or requested.

Useful Links:

1. <http://cpcarmenia.am/en/>

ADDITIONAL TERMS & CONDITIONS

Non-Disclosure Agreement

Any subcontract issued by Dexis will contain either a Non-Disclosure Agreement or provisions covering the disclosure of information in the course of completing the Statement of Work.

Intellectual Property

The Respondent should not use any intellectual property of Dexis including, but not limited to, all logos, registered trademarks, or trade names of Dexis, at any time without the prior written approval of Dexis, as appropriate. All tangible and intangible property created or acquired under this subcontract shall be the exclusive property of Government of Armenia/Corruption Prevention Commission (the client)

Offerors' Responses

All accepted Responses shall become the property of Dexis and will not be returned.

Partial Award

Dexis reserves the right to accept all or part of the Offer when making the award.

Liability

Dexis reserves the right to accept or reject any quotation or stop the procurement process at any time, without assigning any reason or liability. Dexis shall not be liable to any offeror, person, or entity for any losses, expenses, costs, claims, or damages of any kind:

- Arising out of, by reason of, or attributable to, the offeror responding to this RFP; or
- As a result of the use of any information, error, or omission contained in this RFP document or provided during the RFP process.

No Collusion

Collusion is strictly prohibited. Collusion is defined as an agreement or compact, written, or oral, between two or more parties with the goal of limiting fair and open competition by deceiving, misleading, or defrauding a third party.

Additional Information

Dexis reserves the right to request a presentation, or additional materials, as needed, from no more than three shortlisted applicants.

General Terms

Dexis will only consider responsive offers from responsible offerors for award. Prices quoted must be valid for the entire length of contract. Unit prices are required and in the case of discrepancies between unit price and total price, the unit price will be taken as reference basis in the evaluation. All procurement will be subject to Dexis contractual terms and conditions, contingent on the availability of client funding.

Entire RFP

This RFP, any addenda to it, and any attached schedules, constitute the entire RFP.

Dexis has zero tolerance for fraud. Fraud is any act or omission that intentionally misleads, or attempts to mislead, to obtain a benefit or to avoid an obligation. If you have concerns about potential fraud in any way related to Dexis projects, contracts, or activities, please visit <https://www.lighthouse-services.com/index.html>.

ANNEXES

ANNEX 1: COVER LETTER

[Offeror: Insert date]

NAME

TITLE

Dexis Consulting Group

28 Zarobyanyan, Yerevan 0009, Armenia

Reference: Request for Proposal AIP-2101-23-01:

Subject: [Offeror: Insert name of your organization] technical and cost proposals

Dear NAME:

[Offeror: Insert name of your organization] is pleased to submit its proposal in regard to the above-referenced request for proposals. For this purpose, we are pleased to provide the information below:

Name of Organization's Representative:

Name of Offeror:

Type of Organization:

Taxpayer Identification Number:

Address:

Address:

Telephone:

Fax:

E-mail:

We are further pleased to provide the following annexes containing the information requested in the

RFP:

[Offerors: Each offeror must read and understand the requirements of this RFP and include all required information and annexes.]

Sincerely yours,

Signature

[Offeror: Insert name of your organization's representative]

[Offeror: Insert name of your organization]

ANNEX 2: EVIDENCE OF RESPONSIBILITY

Evidence of Responsibility

Company Name

Company Name makes the following statements with respect to Contractor Responsibility:

- 1) *Company Name* has adequate financial resources to perform the contract, or the ability to obtain them;
- 2) *Company Name* is able to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental commitments;
- 3) *Company Name* has a satisfactory performance record;
- 4) *Company Name* has a satisfactory record of integrity and business ethics;
- 5) *Company Name* has the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them (including, as appropriate, such elements as production control procedures, property control systems, quality assurance measures, and safety programs applicable to materials to be produced or services to be performed by the prospective contractor and subcontractors).;
- 6) *Company Name* has the necessary production, construction, and technical equipment and facilities, or the ability to obtain them; and
- 7) *Company Name* is qualified and eligible to receive an award under applicable laws and regulations (e.g., Equal Opportunity, Clean Air and Water, Small Business Subcontracting, etc.)

I declare under penalty of perjury that the foregoing is true and correct.

Name

Title, Company Name

ANNEX 3: PROPOSAL REQUIREMENTS

Each proposal must consist of two (2) sections, as follows:

1) Technical Volume

Technical Approach and Methodology/Management; Key Personnel; Corporate Capabilities, Experience, and Past Performance; and Staffing Plan/Safety and Integrity (not to exceed ten [10] pages combined). How offeror submissions will be evaluated is listed in Section 3.3: Selection and Evaluation Criteria. The offeror's submission should clearly detail how it intends to meet the terms of the included Statement of Work and deliverables in Section 4: Statement of Work.

Past Performance References and Sample Work (no page limit), including:

A minimum of three client (and/or employer) references, to include:

- Name of company/person
- Name of point of contact
- Email address
- Phone number
- Brief description of services rendered and applicability to Statement of Work

Past performance detail on previous projects implemented with similar statements of work within the last three (3) calendar years. Please list only the e-learning, training, and related work you have implemented within that time frame, a brief description of how each is relevant to this Statement of Work and the requirements listed under Section 4.3 above, and the contact details for each previous client or donor.

2) Budget

The Budget must be presented using the Excel template in Annex 8. Offerors should include a budget with a detailed breakdown of costs for each of the sections listed in the Statement of Work, including the following:

- Labor (include CVs for technical staff)
- Other direct costs

Development of the Gift Registry module.

Development of Registration part.

Development of Profile part.

Development of Gift Registration Process part.

Development of Analytical system and algorithm decision making tools.

Development of Technical Requirements part.

Extracting information from corresponding online resources, such as banks for the rates on precious metals, online stores for cars, corresponding websites for real estate, corresponding websites for alcoholic drinks, foods, corresponding websites for household appliances, corresponding websites for stationer, online retailers and marketplaces.

- Defense Base Act Worker's Compensation Insurance (DBA). This is a mandatory insurance that must be budgeted. It is calculated as 0.75% of all labor (employees & consultants). Dexis will help the selected offeror apply for DBA after the subcontract is signed.
- Fee (if any)

Offers must show unit prices, quantities, and total price. The budget should be broken out by the anticipated levels of effort or nature of taskings. All items, services, etc. must be clearly labeled and included in the total offered price. Costs must be expressed in Armenian Drams (AMD).

The cost proposal shall also include a **Justification Section** that explains the basis for the estimate of each cost element or line item. Information that supports these costs must be provided in enough detail to allow for a complete analysis of each cost. Final budget(s) will be contingent on an evaluation of cost reasonableness and additional information may be requested to substantiate offeror costs.

In addition to the detailed budget, offerors are requested to provide separate information on the following items:

1. Price of Development of the Gift Registry module.
2. Price of Development of Registration part.
3. Price of Development of Profile part.
4. Price of Development of Gift Registration Process part.
5. Price of Development of Analytical system and algorithm decision making tools.
6. Price of Development of Technical Requirements part.
7. Price of Extracting information from corresponding online resources, such as banks for the rates on precious metals, online stores for cars, corresponding websites for real estate, corresponding websites for alcoholic drinks, foods, corresponding websites for household appliances, corresponding websites for stationer, online retailers, and marketplaces.

Disclosure Statement: Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment

Subcontractor/Vendor Name: _____ (“Subcontractor/Vendor”)

As used in this document, “**Prohibited telecommunications and Video Surveillance Services or Equipment**” means:

- (1) Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities);
- (2) For the purpose of public safety, security of Government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);
- (3) Telecommunications or video surveillance services provided by such entities or using such equipment; or
- (4) Telecommunications or video surveillance equipment or services produced or provided by an entity that the U.S. Secretary of Defense, in consultation with the U.S. Director of National Intelligence or the U.S. Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

Please select “will” or “will not” regarding Subcontractor/Vendor’s use of prohibited telecommunications and video surveillance services or equipment:

Subcontractor/Vendor [] **will** [] **will not** incorporate any prohibited telecommunications and video surveillance services or equipment in any equipment or services that the Subcontractor/Vendor provides to Dexis.

If you answered “will” to the question above, you must complete the following information. If you answered “will not” to the question above, you are exempt from providing the information requested below and can skip to the signature block.

<p>For prohibited telecommunications and video surveillance equipment, please provide the following information:</p> <ul style="list-style-type: none">• The entity that produced the prohibited telecommunications equipment (include entity name, unique entity identifier, CAGE code (which can be found here), and whether the entity was the original equipment manufacturer (OEM) or a distributor, if known)	
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<ul style="list-style-type: none"> • A description of all prohibited telecommunications equipment offered (include brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable) • Explanation of the proposed use of prohibited telecommunications equipment and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(2) of this provision 	
<p>For prohibited telecommunications and video surveillance services, please provide the following information:</p> <ul style="list-style-type: none"> • If the service is related to item maintenance: a description of all prohibited telecommunications services offered (include on the item being maintained: Brand; model number, such as original equipment manufacturer (OEM) number, manufacturer part number, or wholesaler number; and item description, as applicable); or • If not associated with maintenance, the Product Service Code (“PSC”) of the service being provided (which can be found here); and explanation of the proposed use of prohibited telecommunications services 	

By the signature of Subcontractor/Vendor’s authorized representative below, Subcontractor/Vendor certifies that the foregoing information is true and accurate as of the date of execution of this reporting statement.

Dated: _____

By: _____

Name: _____

Title: _____

Subcontractor/Vendor Unique Entity Identifier (UEI) and Executive Compensation Self-Certification

Subcontractor/Vendor Name:

Subcontractor/Vendor Physical Address:

Subcontractor/Vendor Primary Performance Address:

PART I - Unique Entity Identifier (UEI) Self-Certification

In the previous tax year, was your entity's gross income from all sources under USD \$300,000?

YES NO

If answered "YES", your entity is exempt from providing UEI and Executive Compensation information per FAR 52.204-10 (3)(g)(2). Please proceed to signing this self-certification on Page 2.

If answered "NO", please provide the information requested in Part II of this document.

PART II - Executive Compensation Certification (if answered "No" above)

Unique Entity Identifier (UEI):

1. In the preceding fiscal year, your entity received: A) 80 percent or more of its annual gross revenues from Federal contracts (and subcontracts), loans, grants (and subgrants), cooperative agreements, and other forms of Federal financial assistance; and B) \$25,000,000 or more in annual gross revenues from Federal contracts (and subcontracts), loans, grants (and subgrants), cooperative agreements, and other forms of Federal financial assistance

YES NO

2. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986

YES, compensation information is not public NO, compensation information

is public If answered "NO" to any of the two questions, your entity is exempt from providing Executive

Compensation information per FAR 52.204-10. Please proceed to signing this self-certification on Page 2.

If answered "YES" to both questions above, FAR 52.204-10 Reporting Executive Compensation and First- Tier Subcontract Awards (Jun 2020) requires Dexis and its subsidiaries, as prime contractor of U.S. federal government contracts, to report the names and total compensation of each of the five most highly compensated executives of a subcontractor for the subcontractor's preceding completed fiscal year to the Federal Funding Accountability and Transparency Act Sub-Award

Report System (FSRS).

Executive means officers, managing partners, or any other employees in management positions.

Total compensation means the cash and noncash dollar value earned by the executive, including salary and bonus; awards of stock, stock options, and stock appreciation rights; earnings for services under non- equity incentive plans; change in pension value; above-market earnings on deferred compensation which is not tax-qualified; other compensation, if the aggregate value of all such other compensation (e.g., severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000. For more information see FAR 52.204-10 and 17 CFR 229.402(c)(2)).

Please provide the following information for the five most highly compensated

executives: Employee Name: _____

Full Compensation in USD: _____ Employee Name: _____ Full

Compensation in USD: _____ Employee Name: _____ Full

Compensation in USD: _____ Employee Name: _____ Full

Compensation in USD: _____ Employee Name: _____ Full

Compensation in USD: _____

By signature below, I hereby certify that the information provided above is true and accurate as of the date of execution of this document.

Signature: _____ Name: _____ Position: _____ Date: _____