

Request for Quote/Proposal (RFQ/RFP)

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| Commodity/Service Required: | Hiring of a firm to conduct Capacity Building series of webinars and seminars suited to the legal and regulatory energy framework of Caribbean Islands |
| Type of Procurement: | Purchase Order/Consultant Agreement |
| Type of Contract: | Fixed Price |
| Term of Contract: | 1 year |
| Contract Funding: | USAID |
| This Procurement supports: | Energy Sector Reform (ESR) project |
| Submit Proposal to: | Vianelis Tavarez, Office Coordinator Email: vtavarez@rti.org Copy: ESR Project Management Unit Email: ESR_PMU@rti.org |
| Date of Issue of RFP: | 14 February 2024 |
| Date Questions from Supplier Due: | 17 February 2024 |
| Date Proposal Due: | 26 February 2024 |
| Approximate Date Purchase Order Issued to Successful Bidder(s): | 29 February 2024 |

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| Method of Submittal: | |
| Email to: joselinemartinez@rti.org Copy to: ESR_PMU@rti.org | |
| Respond via e-mail with attached document in MS Word / pdf format. The Bidder/Seller agrees to hold the prices in its offer firm for 90 days from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP/RFQ. | |
| Solicitation Number: | PR-DR-2024-008 |

Attachments to RFP:

- Attachment "A" – Commodity Specifications
- Attachment "B" – Instructions to Bidders/Sellers
- All PO Terms and Conditions are listed on our website at:
<https://www.rti.org/sites/default/files/rti-purchase-order-terms-and-conditions-v1.16.pdf>,
[http://www.rti.org/files/PO FAR Clauses.pdf](http://www.rti.org/files/PO_FAR_Clauses.pdf) or for commercial items:
[http://www.rti.org/files/PO FAR Clauses Commercial Items.pdf](http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf) (hereinafter the "Terms").

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3040 Cornwallis Road ■ PO Box 12194 ■ Research Triangle Park, NC 27709-2194 ■ USA
Telephone 919.541.6000 ■ Fax 919.541.5985 ■ www.rti.org

Supplier's delivery of products, performance of services, or issuance of invoices in connection with this purchase order establishes Supplier's agreement to the Terms. The Terms may only be modified in writing signed by both parties.

All bidders/sellers are responsible to carefully review each attachment and follow any instructions that may be relevant to this procurement.

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Attachment A

Commodity Specifications or Statement of Work

Statement of Work

Indicate a description of the activity/service that is expected from the supplier. Provide product specifications or service expectations (both if applicable). Include deliverables, timelines, and any special terms and conditions.

Description of Activity/Service:

BACKGROUND PURC

The Public Utilities Regulatory Commission (PURC) was established by the PURC Act No. 20 of 2016 in Grenada. The Act speaks generally to Public Utilities but currently only the Electricity Sector has come under the purview of the PURC.

The objectives of the Commission include building a strong and sustainable regulatory regime that supports the economic development of Grenada, Carriacou and Petite Martinique and protecting consumers' interests.

The PURC has been required by law to implement the Electricity Generation Expansion and Competitive Procurement Regulation (SRO 21 2022). To fulfill this requirement, the PURC needs to issue Request for Proposals (RFPs) for new electricity generation. This debrief presents an overview of related capacity building for the preparation and evaluation of bids documents required for PURC's tenders. It is anticipated that the training sessions will also lead to a generation procurement training guide that is relevant to Caribbean islands such as Grenada and St. Lucia.

In addition, since its operationalization in 2019, the PURC sought to upskill its directors to ensure the appropriate levels of governance, fiduciary duty and management expected of the Commission. The training sessions will also include an in-depth look at addressing regulatory Governance and fundamentals of utility regulation training for Commissioners. This aspect of the trainings is expected to be facilitated for staff and other relevant stakeholders such as the Electrical Inspectorate and the Energy Division on Utility regulation concepts to include tariff setting principles and electrical safety standards applied to the sector.

BACKGROUND NURC

The National Utilities Regulatory Commission (NURC) is a multi-sector independent regulatory body which succeeded the National Water and Sewerage Commission (NWSC). In addition to regulating the water supply services and sewerage services, the NURC is now mandated to regulate electricity supply services in Saint Lucia pursuant to the National Utilities Regulatory Commission Act of No.3 of 2016.

The NURC is at a very similar stage to the PURC with its regulatory framework. However, the legislation that will empower the Commission to implement the public procurement process for new electricity generation is currently being revised for subsequent declaration. As such, the NURC is currently not quite ready to execute the procurement process.

In the interim, the NURC can be assisted with capacity building for the preparation and evaluation of bids documents required for its tenders through training workshops, as delivered to the PURC in Grenada. It is anticipated that these trainings can be extended to the relevant members of the Executive of Government to facilitate electricity sector procurement adherence familiarization. In

addition, the NURC seeks to ensure the right level of regulatory capacity for its commissioners and staff like what is pursued by the PURC. In addition, the NURC can benefit from the governance trainings being administered to the PURC, which targets members of the Executive of Government in St. Lucia along with other relevant stakeholders.

ESR PROPOSED SUPPORT

Regulatory capacity building is of key importance to ESR beneficiaries, the NURC and the PURC. Other Countries such as St. Vincent and the Grenadines who do not yet have an independent regulator for the energy sector and Dominica who has an independent regulator can benefit from the lessons learnt and the capacity building and trainings delivered to the PURC and the NURC. The Office of Utilities Regulation (OUR) experiences with renewables procurement would be useful and applicable for the delivery of the required trainings.

The training includes two key aspects: procurement training and regulatory governance training. The outcome should be to deliver to regional regulators a hybrid capacity building series of webinars and in person sessions on RE procurement bid document preparation and evaluation within the context of Caribbean Islands legal and regulatory frameworks. NURC in St. Lucia, PURC in Grenada and OUR in Jamaica can be used as the main case studies to provide the guidance for the preparation and evaluation of bid documents. The regional regulators include but are not limited to the Fair Trading Commission (FTC) in Barbados, Independent Regulatory Commission (IRC) in Dominica and the Regulated Industries Commission (RIC) in Trinidad.

Product or Service Expectations (both if applicable):

1) Scope of Work

The period of performance is from March to December 2024. The overall tasks include:

- Develop and deliver eight (8) bi-weekly webinars hosted online;
- Develop and deliver two (2) in-country sessions;
- Develop and share a regional guidebook on best practices for sustainable energy procurement.

The firm or the subcontractor will conduct a series of webinars/trainings from March to July 2024. This series of webinars will comprise of bi-weekly webinars each of duration 1.5 to 2 hours and hosted online. These webinars would be recorded for future reference of the attendees and their staff. Four (4) to Six (6) of the bi-weekly webinars should be prepared to be simultaneously shared/streamed to other regulators and stakeholders throughout the region. Any reading and related materials should be shared with participants at least 1 week before each session. The subject areas of the webinars are covered in Table 1 below.

The webinar series will then conclude with two in – country trainings, i.e. 1 week in Grenada and 1 week in St. Lucia during the month of July 2024. The in-country study tours to Grenada and St. Lucia will facilitate in-person workshops for two cohorts of stakeholders within each country:

- For the technical staff of regulators and ministries:
 - Training focus will primarily be on procurement, tariff methodology, and financial regulation.
- For regulator commissioners and executive leadership of regulators and relevant ministries:
 - Training will be on regulatory governance.

The focus of these training sessions is the practical use of the knowledge presented, specifically to the

energy sector. Reading materials should be provided to the regulators and participants prior to starting the online webinars. A report on a transparent procurement process and energy auction package should be prepared at the end of the in-person trainings from the regulators in Grenada and St. Lucia. In addition, at least two document templates should be developed in tandem with the regulators during the training sessions, i.e. RFPs, PPAs etc.

Subsequent to the completion of the training, a comprehensive procurement training guide document should be developed and shared with the participants as a guide for the procurement process and energy auctions for use by regulatory staff in the future. It is expected that the procurement guide would, at a minimum, synthesize topics, materials and feedback from the webinar sessions and in-country missions

Tasks to be performed by the subcontractor under this assignment include the following.

1. Prepare the content to be delivered through the biweekly webinars i.e reading materials and template documents.
2. Deliver the training sessions via online webinars and in-country training intensive workshops.
3. Prepare and evaluate the training concepts with use case examples through guidance and simulated response. Eg. Preparation and evaluation of a 5MW or 10MW RE procurement RFP for the PURC in Grenada.
4. Utilize case studies during online and in-person training sessions for PURC Grenada and NURC St. Lucia drawn from Caribbean or other small island experiences.

Deliverables, Timelines, Special Terms and Conditions:

The thematic focus areas for the training session as listed below in Table 1 along with a description of the context of training for each thematic area. Use Case examples for PURC Grenada and NURC St. Lucia drawn from Caribbean experiences – In person delivery of full process is suggested.

Table 1: Thematic Area & Context of Training

| Thematic Area | Context of Training |
|------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Public & Competitive Procurement | Understanding of how general regulatory governance can be used to facilitate public procurement processes in the energy sector. Procurement principles, including preparation and evaluation of renewable generation bid documents for regulator staff. |
| Regulatory Governance | Regulatory Governance, procurement overview and fundamentals of utility regulation for regulator commissioners/directors and executives of government |
| Related Tariff/Financial and Innovative Technologies | Consideration for the role procurement plays in energy storage and related tariff methodologies such as time of use methodologies, etc. |
| Utility performance & regulatory concepts | Develop an understanding of the economic & technical utility performance benchmarking techniques along with regulatory concepts. |

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| Fundamentals of studies & grid impact assessments. | Evaluate prefeasibility and geospatial studies along with grid impact assessments for applications to their grid system. Utilize the studies to aid in developing RFPS for new procurement. To be considered are the revisions to the national solar resource assessment considering land resource policy if applicable. |
| Procurement Cycle Management | <ol style="list-style-type: none"> 1. Preparation for transaction 2. Requirement/preparation of procurements documents, structuring and overseeing legal documents related to Power Purchase Agreements (PPAs), Interconnection Agreements, and other relevant agreements; 3. Qualifying bidders; 4. Tender Process: Understanding what is expected; 5. Project Finance: How banks see risk & Risk allocation; 6. Preparation, Issue and Management of RFPs; 7. Commercial and financial close. |

Tasks under the work order will produce the following deliverables shown in Table 2:

Table 2: Anticipated Training Deliverables

| Deliverables | Description | Dates for delivery |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 1. Kick-Off Meeting | Consultants discuss and finalize the elements of the training sessions including reading materials, medium of training, tools used, etc with ESR Team. This meeting should take place no later than last week of January. | Upon starting 2024 |
| 2. Reading Materials | A collation of documents with useful theory and use case examples to be used as a guide during online webinars and in-person training. Online sessions should make use of virtual collaboration tools. This should be shared with the ESR team in the 1 st week of February for review and final versions dispatched to the participants one week before the first training session. | March 2024 |
| 3. Bi-weekly webinars / trainings | <p>Conduct 8 bi-weekly live online webinars for a duration of 1.5 to 2 hours each.</p> <ul style="list-style-type: none"> • Sessions should commence from February 26th to June 21st with the NURC & PURC. • At least four (4) webinars should be shared simultaneously with other regional regulators and stakeholders. • These webinars will be recorded and shared with the participants for future reference. | March - June 2024 |

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| 4. Two (2) In-country training sessions | <ul style="list-style-type: none"> Conduct in person training sessions of 4 – 6 hours duration per day for a maximum of five (5) days per country. One session in Grenada for the PURC & St. Lucia for the URC. Sessions will facilitate two (2) groups of stakeholders: <ol style="list-style-type: none"> Technical staff of regulators and ministries; Senior regulatory staff & Commissioners along with executive staff and policy makers of the relevant ministries. | July 2024 |
| 5. Report on Procurement Process. | Prepare a report on a transparent procurement process. This report should be developed in tandem with regulators in Grenada and St. Lucia during the in-person trainings. | July 2024 |
| 6. Three (3) document templates. | Develop a minimum of two (2) document templates for use by regulators (i.e one (1) PPA for St. Lucia, one (1) RFP each for Grenada & St. Lucia.) | July 2024 |
| 7. Regional Guidebook | Guidebook includes collation of information from the reports in 5. along with reading materials in point 2. This guidebook can be used as a reference tool for regional regulators to train or refresh their staff on the procurement process for the energy sector in the future. | December 2024 |

Pricing

| Item # | Quantity to be Purchased | Description of Preferred Commodity or Services Specifications | Unit of Measure | Unit Fixed Price (Each) | Total Fixed Price (Each) | Lead Time Availability (Number of Days) |
|--------|--------------------------|---------------------------------------------------------------|---------------------------------|-------------------------|--------------------------------------------|-----------------------------------------|
| 1 | 1 | Kick-Off Meeting | Deliverable/ activity completed | XX% | XX% of total cost per deliverable/activity | # days |
| 2 | 1 | Reading Materials | Deliverable/ activity completed | XX% | XX% of total cost per deliverable/activity | # days |
| 3 | 1 | Bi-weekly webinars / trainings | Deliverable/ activity completed | XX% | XX% of total cost per deliverable/activity | # days |
| 4 | 1 | Two (2) In-country training sessions | Deliverable/ activity completed | XX% | XX% of total cost per deliverable/activity | # days |
| 5 | 1 | Report on Procurement Process | Deliverable/ activity completed | XX% | XX% of total cost per deliverable/activity | # days |
| 6 | 1 | Three (3) document templates. | Deliverable/ activity completed | XX% | XX% of total cost per deliverable/activity | # days |

| 7 | 1 | Regional Guidebook | Deliverable/ activity completed | XX% | XX% of total cost per deliverable/activity | # days |
|--------------------|---|--------------------|------------------------------------|-----|-----------------------------------------------|--------|
| Total Value | | | | | | |

By signing this attachment, the bidder confirms he has a complete understanding of the specifications and fully intends to deliver items that comply with the above listed specifications.

Signature:

Title:

Date:

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Attachment “B”

Instructions to Bidders/Sellers

1. **Procurement Narrative Description:** The Buyer (RTI) intends to purchase commodities and/or services identified in Attachment A. The Buyer intends to purchase the quantities (for commodities) and/or services (based on deliverables identified in a Statement of Work). The term of the Ordering Agreement shall be from Award Date to the Delivery date of the Offeror unless extended by mutual agreement of the parties. The Buyer intends to award to a single “approved” supplier based on conformance to the listed specifications, the ability to service this contract, and selling price. We reserve the right to award to more than one bidder. If an Ordering Agreement is established as a result of this RFQ/RFP, supplier understands that quantities indicated in the specifications (Attachment A) are an estimate only and RTI does not guarantee the purchase quantity of any item listed.
2. **Procuring Activity:** This procurement will be made by **Research Triangle Institute (RTI International)**, located at

Dominican Republic Office | RTI International
Calle Juan Garcia Bonelly No. 19, Edificio DML
Santo Domingo, Dominican Republic

(insert full address of the office)

who has a purchase requirement in support of a project funded by

USAID

(insert client’s name)

RTI shall award the initial quantities and/or services and any option quantities (if exercised by RTI) to Seller by a properly executed Purchase Order as set forth within the terms of this properly executed agreement.

3. **Proposal Requirements.** All Sellers will submit a quote/proposal which contains offers for all items and options included in this RFQ/RFP. All information presented in the Sellers quote/proposal will be considered during RTI’s evaluation. Failure to submit the information required in this RFQ/RFP may result in Seller’s offer being deemed non-responsive. Sellers are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach RTI’s office designated in the RFQ/RFP by the time and date specified in the RFQ/RFP. Any offer, modification, revision, or withdrawal of an offer received at the RTI office designated in the RFQ/RFP after the exact time specified for receipt of offers is “late” and may not be considered at the discretion of the RTI Procurement Officer. The Seller’s proposal shall include the following:
 - (a) The solicitation number:
 - (b) The date and time submitted:
 - (c) The name, address, and telephone number of the seller (bidder) and authorized signature of same:
 - (d) Validity period of Quote:

- (e) A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary.
 - (f) If RTI informs Seller that the Commodity is intended for export and the Commodity is not classified for export under Export Classification Control Number (ECCN) "EAR99" of the U.S. Department of Commerce Export Administration Regulations (EAR), then Seller must provide RTI the correct ECCN and the name of Seller's representative responsible for Trade Compliance who can confirm the export classification.
 - (g) Lead Time Availability of the Commodity/Service.
 - (h) Terms of warranty describing what and how the warranties will be serviced.
 - (i) Special pricing instructions: Price and any discount terms or special requirements or terms (special note: pricing must include guaranteed firm fixed prices for items requested.)
 - (j) Payment address or instructions (if different from mailing address)
 - (k) Acknowledgment of solicitation amendments (if any)
 - (l) Past performance information, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including points of contact with telephone numbers, and other relevant information)
 - (m) **Special Note:** *The Seller, by his response to this RFQ/RFP and accompanying signatures, confirms that the terms and conditions associated with this RFQ/RFP document have been agreed to and all of its attachments have been carefully read and understood and all related questions answered.*
4. **Forms:** Sellers (potential bidders or suppliers) must record their pricing utilizing the format found on Attachment "A". Sellers must sign the single hardcopy submitted and send to address listed on the cover page of this RFQ/RFP.
5. **Questions Concerning the Procurement.** All questions in regards to this RFQ/RFP to be directed to and at this email address:

To: Vianelis Tavarez, Office Coordinator
Email: vtavarez@rti.org
Copy: ESR PMU
Email: ESR_PMU@rti.org

The cut-off date for questions is *(insert date)*.

17 February 2024

6. **Notifications and Deliveries:** Time is of the essence for this procurement. Seller shall deliver

the items or services no later than the dates set forth in the contract that will be agreed by both parties as a result of this RFQ/RFP. The Seller shall immediately contact the Buyer's Procurement Officer if the specifications, availability, or the delivery schedule(s) changes. Exceptional delays will result in financial penalties being imposed of Seller.

7. **Documentation:** The following documents will be required for payment for each item:
 - (a) A detailed invoice listing Purchase Order Number, Bank information with wiring instructions (when applicable)
 - (b) Packing List
 - (c) All relevant product/service documentation (manuals, warranty doc, certificate of analysis, etc.)
8. **Payment Terms:** Refer to RTI purchase order terms and conditions found in <https://www.rti.org/sites/default/files/rti-purchase-order-terms-and-conditions-v1.16.pdf> , http://www.rti.org/files/PO_FAR_Clauses.pdf, or http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf. Payment can be made via wire transfer or other acceptable form. Sellers may propose alternative payment terms and they will be considered in the evaluation process.
9. **Alternative Proposals:** Sellers are permitted to offer "alternatives" should they not be able to meet the listed requirements. Any alternative proposals shall still satisfy the minimum requirements set forth in Attachment A Specifications.
10. **Inspection Process:** Each item shall be inspected prior to final acceptance of the item. All significant discrepancies, shortages, and/or faults must be satisfactorily corrected and satisfactorily documented prior to delivery and release of payment.
11. **Evaluation and Award Process:** The RTI Procurement Officer will award an agreement contract resulting from this solicitation to the responsible Seller (bidder) whose offer conforms to the RFQ/RFP will be most advantageous to RTI, price and other factors considered. The award will be made to the Seller representing the **best value** to the project and to RTI. For the purpose of this RFQ/RFP, price, delivery, technical and past performance are of equal importance for the purposes of evaluating, and selecting the "best value" awardee. RTI intends to evaluate offers and award an Agreement without discussions with Sellers. Therefore, the Seller's initial offer should contain the Seller's best terms from a price and technical standpoint. However, RTI reserves the right to conduct discussions if later determined by the RTI Procurement Officer to be necessary.

The evaluation factors will be comprised of the following criteria:

- (a) **PRICE.** Lowest evaluated ceiling price (inclusive of option quantities) .
- (b) **DELIVERY.** Seller provides the most advantageous delivery schedule.
- (c) **TECHNICAL.** Items/Services shall satisfy or exceed the specifications described in RFQ/RFP Attachment A.
- (d) **PAST PERFORMANCE** - Seller can demonstrate his/her capability and resources to provide the items/services requested in this solicitation in a timely and responsive manner.
- (e) **OTHER EVALUATION CRITERIA.**

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12. **Award Notice.** A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful supplier within the time acceptance specified in the offer, shall result in a binding contract without further action by either party.
13. **Validity of Offer.** This RFP in no way obligates RTI to make an award, nor does it commit RTI to pay any costs incurred by the Seller in the preparation and submission of a proposal or amendments to a proposal. Your proposal shall be considered valid for _____ days after submission.
14. **Representations and Certifications.** Winning suppliers under a US Federal Contract are required to complete and sign as part of your offer RTI Representations and Certifications for values over \$10,000.
15. **Certifications.**
Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions - Certification and Disclosure Regarding Payments to Influence Certain Federal Transaction as referenced in FAR 52.203-11 is hereby incorporated into this Request for Proposal as a condition of acceptance.

Limitation on Payments to Influence Certain Federal Transactions- Limitation on Payments to Influence Certain Federal Transactions as referenced in FAR 52.203-12 is hereby incorporated into this Request for Proposal as a condition of acceptance.
16. **Anti- Kick Back Act of 1986.** Anti-Kickback Act of 1986 as referenced in FAR 52.203-7 is hereby incorporated into this Request for Proposal as a condition of acceptance. If you have reasonable grounds to believe that a violation, as described in Paragraph (b) of FAR 52.203-7 may have occurred, you should report this suspected violation to the RTI's Ethics Hotline at 1-877-212-7220 or by sending an e-mail to ethics@rti.org. You may report a suspected violation anonymously.
17. **The John S. McCain National Defense Authorization Act for fiscal year 2019 - section 889.** RTI cannot use any equipment or services from specific companies, or their subsidiaries and affiliates, including Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, and Dahua Technology Company ("Covered Technology"). In response to this request for proposal, please do not provide a quote which includes any Covered Technology. Any quote which includes Covered Technology will be deemed non-responsive. Additionally, if the United States Government is the source of funds for this RFP, the resulting Supplier shall not provide any equipment, system, or service that uses Covered Technology as a substantial or essential component

Acceptance:

Seller agrees, as evidenced by signature below, that the seller's completed and signed solicitation, seller's proposal including all required submissions and the negotiated terms contained herein, constitute the entire agreement for the services described herein.

By: *(Seller Company Name)*

Signature: _____

Title:

Date: