



Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	Early Grade Mathematics eLearning Designer
Type of Procurement:	Consultant Agreement
Type of Contract:	Labor Rate
Term of Contract:	On or about February 28, 2024 – September 30, 2024
Contract Funding:	The Bill & Melinda Gates Foundation
This Procurement supports:	Implementing the Science of Teaching Grant
Submit Proposal to:	Ami Fall, FLN@rti.org
Date of Issue of RFP:	February 5, 2024
Date Questions from Supplier Due:	February 13, 2024
Date Proposal Due:	February 20, 2024
Approximate Date Purchase Order Issued to Successful Bidder(s):	On or about February 28, 2024

Method of Submittal:	
Electronic submission via email to Lauren Edwards, FLN@rti.org	
Respond via e-mail with attached document in MS Word/pdf format. Include the solicitation number in the subject line of the submission. 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:	RFQ-SOT-2024-001

Attachments to RFP:

1. Attachment “A” – Commodity Specifications
2. Attachment “B” – Instructions to Bidders/Sellers
3. 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 or for commercial items:
http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf (hereinafter the “Terms”).
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
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3040 Cornwallis Road ■ PO Box 12194 ■ Research Triangle Park, NC 27709-2194 ■ USA
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that may be relevant to this procurement.

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Attachment A Statement of Work

Statement of Work

Description of Activity/Service:

Science of Teaching Grant Background

Improving foundational literacy and numeracy (FLN) is essential for low- and middle-income countries to provide basic education of adequate quality for their citizenry. Learning outcomes are presently so low in primary education that business as usual investments will not be sufficient to ensure needed gains in achievement. The World Bank, FCDO, and UNICEF are among the donors developing new initiatives to respond to this learning crisis. Low- and middle-income countries in sub-Saharan Africa and South Asia are at the forefront of this learning crisis, and the World Bank's Learning Poverty Accelerator countries are particularly in need. Education officers and counterpart education policymakers developing, implementing, and managing programs focused on FLN must have vastly improved technical understanding of how to design and manage these interventions. Governments and their funding partners have recently increased their investments in improving FLN, with many pilot interventions as well as several large-scale initiatives. Of paramount concern is how to help decision-makers allocate the resources being funneled into such initiatives into evidence-based approaches.

RTI International is currently implementing the Bill and Melinda Gates Foundation-funded grant to improve knowledge of best FLN practices at-scale and access to this body of research. The Science of Teaching grant is focused on the following activities:

1. **Synthesize** existing research on FLN at-scale by developing user-friendly materials on six topics (Structured Pedagogy, assessment-informed instruction, numeracy, remediation, pre-service teacher education, and language of instruction).
2. **Generate** new research to expand the evidence-base of FLN.
3. **Disseminate** research and synthesis documents through a variety of mediums including through provision of technical assistance to ministries of education, donors and implementing partners.

The below scope of work details tasks for a consultant in support of Science of Teaching's (SoT) work on early grade numeracy instruction. Science of Teaching— a 4.5-year program focused on foundational literacy and numeracy—has an ambitious 18-month numeracy agenda comprising three different streams of work: (1) Developing and curating public goods on early grade numeracy instruction; (2) Conducting research on early grade numeracy; and (3) Launching the SoT Community of Practice.

Under the first stream, Public Goods, Science of Teaching held a series of listening sessions with mathematics education professionals active in Foundational Numeracy and identified three areas

of focus for developing Numeracy public goods: 1) Teacher Professional Development modules focused on core, hard-to-teach topics in early grades mathematics; 2) Guidance on teacher and learning materials, with a particular focus on manipulatives; 3) Assessment-informed Instruction – practical application.

Two themes will cut across these public goods as they are developed: (1) the curation of existing resources and models; (2) the incorporation and consideration of information and communications technology (ICT).

- 1) ***Curation of existing resources.*** There are many resources, reports, samples, etc. that have already been developed, many of which are available on the internet. Ensuring quality and making them easy to find and use, however, remains a challenge. As such, it will be important to ensure that public goods developed under SoT include and build upon existing resources – i.e., avoiding “reinventing the wheel” and instead making the existing “wheel” easier to find and use.
- 2) ***Incorporation/Consideration of ICT.*** ICT solutions offer important opportunities, which cut across the areas of interest. While high-tech ICT solutions are not necessarily appropriate in every context, it is key to ensure that the public goods incorporate possible ICT solutions that add value, while also offering low-technology resources. SoT will work with organizations in education technology to identify and share innovative solutions for delivering content (including the curated resources) when appropriate.

Product or Service Expectations:

Scope of Work

To date, specialists working with Science of Teaching have developed a draft set of teacher training modules focused on three core topics in early grades mathematics (number, addition and subtraction concepts, and place value). These specialists are in the process of revising and developing a series of mini modules in each of these areas, based on feedback received during a numeracy expert workshop. This scope of work of the Early Grade Mathematics eLearning Designer will focus on creating on-line, interactive versions of these modules.

The consultant will design content for ICT-based/online public goods through:

- Collaborating with the Early Grade Numeracy Public Goods Advisor consultant and other SoT consultants as relevant to develop a self-accessed eLearning version of the existing module accessible from the SoT website, through integrating interactive approaches and linking to or embedding existing and relevant on-line resources/materials.
- Coordinating with the Early Grade Numeracy Public Goods Advisor consultant, the SoT website design team, other SoT consultants, and interested members of the Numeracy Community of Practice to beta-test the first self-accessed eLearning online mini-module.
- Based on learning from the beta-test, refining the first eLearning mini-module, and collaborating with the Early Grade Numeracy Public Goods Advisor consultant, as well as other SoT numeracy consultants as relevant, develop three (3) additional self-accessed eLearning online mini-modules (anticipated to align with the offline module topics).

Specifics of Platform and Use

- The final product authored by the development team will be in h5P, and SCORM formats respectively to accommodate integration into SoT website, and download for offline access by end users. The completed eLearning module will be bundled as a HTML file, and embedded on a dedicated interactive page on the SoT Website.
- Users will be required to complete a short Know Your Client (KYC) form to track the usage of materials via the SoT website.
- Materials will not include grading but will provide users with a summary of results based upon their attempt and interactions.
- The completed modules in both H5p, and SCORM formats will be hosted on RTI's Moodle learning management system (LMS) as a backup inventory.
- The Early Grade Mathematics eLearning Designer will work with the website developer team to determine additional user experience inclusions on the dedicated page for final products to be uploaded.
- The digitized source files and materials used in the eLearning module development will be made available in a secured online storage with an inventory/script/storyline record that describes the detail and location of each source material. Materials such as images, videos, and link should be provided to the SoT team in High definition and medium definition.
- The final eLearning module developed should consider the overall size of the package (h5p, and SCORM), and its impact on the performance of the server, the data download size for end user downloading the module in low resource environments (mobile phones). The ideal is to keep the module size at a manageable size (low to medium), hence promoting wide access by end users online and easily downloadable for offline access.
- Each module will have content and materials that are responsive to mobile screens, accessible, and compliant with screen readers. The source videos, images, and illustrations should contain "Alternative descriptions for accessibility" The draft product will be reviewed for accessibility prior to approval.

Deliverables

- Weekly progress/status reports.
- First draft of one (1) online mini-module and beta-testing plan
- Draft versions in H5P, SCORM, and HTML format to be shared with the technical team for feedback and approval.
- Beta-testing report of modules in advance of final revision and publication
- Full development of three (3) online mini modules.
- A story line/script to provide clarity on existing offline materials, the digital content to be produced in place of offline versions, and how the materials will be authored on the Authoring Platform and accessed by end users on the final eLearning module.
- Digitization of the offline materials which will involve working to summarize the key sections and brief activities that will provide the needed learning experience for the end users online. This process is largely done by Early Grade Numeracy Public Goods Advisor consultant, in collaboration with the Early Grade Mathematics eLearning Designer.
- The digitized source files and materials used in the eLearning module stored a secured online storage with an inventory/script/storyline record that describes the detail and usage of each source material on the final product.
- User testing reports of each module with a pass approval for uploading to the SoT website.

Preferred Qualifications

- Bachelors or Master's degree in related field.
- Minimum of 2-3 years' experience designing eLearning modules or digital learning materials, preferably in mathematics education, in the context of sub-Saharan Africa.
- Knowledge and experience using the following application(s) for instructional content development: Adobe Articulate 360 (Rise/Storyline), Moodle LMS and H5P authoring tool is desired, applicants using the above authoring tool should have their own licenses to use this tool, and all source files handed over to RTI at the end of the contract.
- Knowledge of LMS platforms.
- Experience with multimedia content development, story boarding, and web design.
- Ability to interface and collaborate with curriculum team and content.

Estimated Level of Effort

Anticipated at around 15 days. Timelines will depend upon the size of the original material and scripting design, with each module anticipated to take an average of 3-5 days to complete. Each deliverable will be completed before proceeding to the next. A sample template of the final product will be created and approved to reduce the turnaround time for the Digital Instruction authoring.

Submission and Evaluation Process

Please submit your most recent CV, proposed daily rate, and a cover letter which clearly describes education technology expertise, FLN experience, interest in this opportunity, and period of availability for this work via email to FLN@rti.org no later than **February 21, 2024**. Include the solicitation number in the subject line (RFQ-SOT-2024-001).

The evaluation committee will begin reviewing applicants on February 13, 2024. Posting will remain open until February 21, 2024, and applications may be reviewed on a rolling basis. Following the evaluation committee's review, the selected candidate will be contacted to arrange a virtual onboarding meeting.

All qualified applicants will receive consideration for contracting without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Pricing

Please provide proposed daily rate with submission.

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:

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:

3040 E. Cornwallis Road
Durham, NC 27709 United States

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

The Bill & Melinda Gates Foundation

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, 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 regard to this RFQ/RFP to be directed to:

Ami Fall

at this email address:

FLN@rti.org

The cut-off date for questions is:

February 13, 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, conduct interviews with short-listed vendors, and then award an Agreement. 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 is able to meet the expected availability timeframe.
- (c) **TECHNICAL.** Relevant experience and education 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.**

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 90 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. **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.
16. **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: