

Request for Proposal (RFP)

Commodity/Service Required:	Global Employer of Record (EOR) Services
Type of Procurement:	Master Service Agreement
Type of Contract:	Fixed Unit Price
Term of Contract:	24 Months with 1 year renewal option subject to performance
Contract Funding:	Primarily USAID and other US Government Funding, though may include other client-funded projects
This Procurement supports:	Multiple Projects in RTI's International Development Group
Submit Proposal to:	Barbara Herrera (bherrera@rti.org)
Date of Issue of RFP:	March 18, 2024
Date Questions from Supplier Due:	April 1, 2024
Date Proposal Due:	May 6, 2024
Approximate Date Purchase Order Issued to Successful Bidder(s):	June 24, 2024

Method of Submittal: Respond via e-mail with attached document in MS Word / PDF format. Please include the solicitation number in the subject line of all e-mail correspondence.

Firm Price: 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:	RTI IDG – RFP - 2024 - 002
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Attachments to RFP:

- Attachment A – Scope of Work
- Attachment B – Sample Staffing Schedules
- Attachment C – Instructions to Bidders/Sellers
- All PO Terms and Conditions are listed on our website at:
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 for carefully reviewing each attachment and following all relevant instructions.

RTI International is a trade name of Research Triangle Institute. RTI and the RTI logo are U.S. registered trademarks of Research Triangle Institute.

Attachment A

Statement of Work

Background: Founded in 1958, RTI International seeks to improve the human condition by addressing the world's most critical problems with science-based solutions in pursuit of a better future. RTI partners with the US Government and other clients to achieve this mission.

RTI International seeks a vendor(s) or supplier(s) ("Supplier" as referenced throughout) who can provide employer of record (EOR) services in multiple countries for US Government (USG) funded projects, mainly USAID, as well as other client-funded projects.

The number of countries where RTI may require EOR services, the number of staff to be hired, and the duration for which services will be needed are expected to vary at any given time depending on programmatic and operational needs.

RTI is primarily seeking the following services:

- Market-based wage and labor classification.
- Hiring of staff using local, legally compliant contracting requirements.
- Payroll processing inclusive of compliant tax and other payroll withholdings and prompt payment to local revenue and other authorities.
- HR benefits management including vacation, holiday or sick leave/pay; health insurance, workers' compensation insurance, and/or general liability insurance; and other benefits as required by local labor law and RTI policy.
- Fast and effective responses to any issues, changes and challenges that may arise from local authorities or clients relating to any of the above.

Depending on the services and countries the Supplier is contracted for, the country location, project, and staffing needs, additional services may be requested, such as:

- Support in obtaining work visas/permits for staff.
- Guidance on employment, labor laws and practices in country (Country Profile Information) so that RTI, independently or with the Supplier's assistance, can appropriately budget proposals, prepare employment agreements, and develop employee handbooks.

Timeline: The timeline of the award(s) will be 24 months for services with possible 12-month extension. Note, while the global EOR supplier may be retained for 24 months, each purchase order will have its own period of performance. It is anticipated that individual purchase orders for country engagements would be approximately 6 months, although the duration may be shorter or longer depending on individual project and country needs. A sample staffing schedule is available in **Attachment B**.

I. EOR Service Expectations

The EOR(s) will **not** be responsible for the recruitment of any employees. RTI will handle all recruitment efforts, but the EOR(s) will be responsible for providing market-based wage and labor classification advice as needed.

Most of RTI's employment agreements are in local currency. Payments to the selected Supplier will be made from RTI's home office in USD. Monthly conversion to local currency from USD should use exchange rates that are verifiable, documented and widely known (such as Oanda). Support for exchange rates used will be required monthly.

The exact needs of each task order may vary, but the selected Supplier will be responsible for the following services for the majority of task orders under the awarded master services agreement:

1. Serving as the employer of record for one or more project staff during the contracted period of performance listed in the applicable Purchase Order.
 - Making timely payroll payments, statutory deductions and payments to tax authorities in line with local requirements.
 - Providing all employer services and administering locally required benefits in accordance with local labor laws and RTI standard benefits.

Paying any necessary associated expenses related to the employee's agreement for the duration agreed upon for the project's needs, which may include direct expense reimbursement.
2. Serving as the HR coordinator for RTI by managing personnel, specifically in the following areas:
 - Onboarding and providing orientation to the new hires. This will include reviewing all legal provisions in line with local labor law for workplace compliance, and explanation of the HR administration and separation processes.
 - Ensuring that the necessary health and any other required insurance coverage is in place for all employees.
 - Promoting workplace safety among staff and providing advice and assistance on related issues.
 - Engaging with RTI to manage staff, ensure compliance, take corrective and disciplinary measures, as well as handle separations, offboarding, or terminations of employment contracts in accordance with directives from RTI and in line with local labor and other legal requirements.
 - Ensuring that all recommended actions align with labor laws, including providing proper notifications in cases of employment termination.
 - Tracking/updating the project Staff Census with a focus on managing employee payroll, benefits, and taxes schemes.
3. Providing labor market guidance including:
 - Providing labor law and market-based wage and labor classification advice as needed.

- Providing a list of benefits offered in addition to salary renumeration, to include paid time off, bonuses, health benefits (where applicable), severance, insurance, training, and any other statutory requirements, and employee benefits.
- 4. Ensuring ongoing compliance with HR policies and local labor laws and promptly communicating any changes in writing to RTI and the employee (i.e., new holiday, new tax withholding requirements, etc.).

A. EOR Administrative Expectations

1. The successful offeror(s) will be expected to demonstrate the ability to adhere to any RTI client registration requirements as well as to legally operate in countries where their services will be required. This includes, at a minimum, the ability to provide:

- Tax certificate
- Proof of country registration
- Proof of authorization to provide EOR or similar services in these countries.
- Any other client-required information, such as unique entity identifier number, etc.

2. The following requirements must also be met:

- Maintaining HR (including non-personnel) files. This includes: tracking and compiling the project employee leave schedules, setting up all staff absence by receiving and filing leave authorizations, performing the functions of absence monitoring and recording; advising employees on their leave entitlements.
- Utilizing established systems for expense reporting, that can provide RTI with employees' signed timesheets, can track employee labor against multiple different project charge codes, and that segregate employee related costs from EOR fees. Note that EOR invoicing should be broken down by the project charge codes supplied by RTI for each employee and must be provided monthly to RTI.
- Maintaining confidentiality of all HR documents during and after contract has been terminated. Maintaining robust information and data security systems and practices that protect against unauthorized access. The EOR will also ensure that all employees are fully aware of the risks associated with information and data security issues.

B. EOR Services Monthly Deliverable Requirements

1. Monthly expected deliverables for the EOR services provided include:
 - Monthly timesheets completed in line with USAID or client regulation and RTI policy (e.g., signed by employee and supervisor), with copies submitted to the project in an agreed-upon format which includes number of hours worked and the RTI project codes. Copies of timesheets must be submitted with invoices.
 - Detailed invoice and monthly HR summary report, including any project-

specific information to RTI Management, as negotiated.

- Supporting documentation for the invoices must include the following:
 - Employee name
 - Total hours worked by the employee
 - Allows for the use of different charge codes by one employee (e.g., 4 hours to 123000 and 4 hours to 123001)
 - Signature from both employee and supervisor
 - Itemized benefits payments, and supporting evidence of payroll tax and social security/pension submissions as applicable.

II. Other Services

The Other Services listed below are optional, and suppliers may choose to bid on the following if interested.

A. Provision of Work Visa/Permits for International Staff

1. At RTI's request, Supplier shall provide support obtaining the necessary local work permit/visa for international staff. Staff may be US Nationals or with other home countries.
2. Supplier will provide information about the cost of the service and anticipated timeline to secure the visa/permit for the country and individual. Securing the visa/permit would come after RTI project team agreement.
3. RTI may request this support for countries in which the Supplier is not being used as an EOR.
4. **Deliverables for Work Visa/Permits for International Staff** - Supplier would provide weekly updates to RTI project team about progress on obtaining the necessary documentation for the individuals to work legally in the selected country. Invoicing for the work permits/visas would be separate from charges for the provision of employment services, and would reference the relevant RTI project code.

B. Provision of Country Profile Information

1. As part of RTI's proposal process for business development, RTI may need detailed information about employment practices and labor laws in various countries. If Country Profile information is provided by your firm, RTI may be interested in this information from time to time for a variety of countries. This information would be used by RTI to appropriately budget proposals, prepare employment agreements, and employee handbooks for each country. RTI may request this information without moving forward on using the Supplier as an EOR in a specific country.
2. **Deliverables for Country Profile Information** – Country Profiles provided upon request within an agreed-upon timeline on an ad-hoc basis.

III. Proposal Requirements

Interested Suppliers are required to provide bids that respond to the EOR Services (Section I EOR Service Expectations and subsections above). ***Separately, the services described under item II. Other Services are optional. If a supplier responds to either of the items under Section II. Other Services, please follow the instructions below.***

Offeror, please provide information for your choice of two of the following sample countries – these are: Vietnam, Maldives, Ghana, Malawi, Canada, and Brazil. Please use the same 2 countries for all information requested for the exemplar countries below. If your company does not support activities in 2 of the listed countries, you can select 2 other countries for your proposal, assuming the same base salary information.

A. Technical Proposal Requirements:

1. EOR Services

In 10 pages or less, please describe your approach to providing EOR services. Please include the following:

- a) General information:
 - a. Country List- Provide a full list of countries where your firm operates, including operating status (e.g. registered as a full service provider, working through an affiliate, etc.). If your company operates using a tiered system, please indicate which countries are in which tiers.
 - b. Describe your company's approach to data security, and explain how you make reasonable efforts to restrict unauthorized access and best endeavor to ensure that employees are fully aware of the risks associated with information and data security issues.
 - c. Include appropriate documentation showing your company is registered within authorized geographical code of 937 (United States of America and developing countries other than advanced developing countries, and excluding prohibited sources).
- b) Select 2 of the exemplar countries and provide the following for each country:
 - a. Summarize the approach to providing EOR services by supporting RTI as an EOR in multiple countries and describe how the expectations outlined in the Service Expectations in Section II.A above would be met. Please include information on the following:
 - i. Describe the documents and timeline required from when selected individuals/names with salary grade and compensation information is shared from RTI to when staff can begin working in the 2 exemplar countries selected from the list above. (Note RTI will complete the recruitment, background check, and salary negotiations for each staff member). You can share a range and average duration for other countries where your company works. Please also discuss any impact on the lead time for countries where you may be operating as a registered provider of services as opposed to countries where you may be working through an

- affiliate or contractor.
- ii. Provide a sample invoice showing how invoices would be submitted to RTI with information about specific projects. Invoices should include subtotals per project (inclusive of project related taxes and fees). Invoices should be supported with timesheets (please include a sample employee timesheet) that shows the following:
 - 1. Employee name
 - 2. Total hours worked by the employee
 - 3. Allows for the use of different charge codes by one employee (e.g., 4 hours to 123000 and 4 hours to 123001)
 - 4. Ensures employee and supervisor both sign the timesheet
 - 5. Itemized benefits payments, and supporting evidence of payroll tax and social security/pension submissions as applicable.
 - iii. Describe the process for administering benefits in accordance with local labor laws and application of statutory deductions, and timely payments to tax authorities and employees. Include a summary of how any identified errors are corrected.
 - 1. Please note, it is preferred that the selected Supplier provide health benefits. Please clearly indicate if health insurance benefits are included, and if RTI could select health benefits that could be provided through your company.
 - iv. Describe the notice period and process for terminating the EOR support in the selected exemplar country.
 - v. Describe the approach for data security with reasonable efforts to restrict unauthorized access and will make best endeavors to ensure that employees are fully aware of the risks associated with information and data security issues.
 - vi. Include appropriate documentation showing Supplier is registered within authorized geographical code of 937 (United States of America and developing countries other than advanced developing countries, and excluding prohibited sources).
 - vii. For 2 of the example countries listed above, please provide the following documents:
 - 1. Tax certificate
 - 2. Proof of registration.
 - 3. Demonstrate authorization to provide EOR or similar services in these countries.
 - 4. Any other locally-required information, such as unique entity identifier number, etc.

2. Work Visa/Permit for International Staff

In 2 pages or less, please describe your approach to obtaining work permits and visas. Please include the following:

- Range of time estimated to obtain the necessary work permit/visas in 2 of the

example countries listed above for US Nationals or other international staff (third country nationals).

- Ability to work through USG channels to obtain work permit/visas, as well as other channels if necessitated by the funding client.
- Past experience obtaining work permits/visas for US Nationals and other international staff in the exemplar countries.

3. Country Profile Information

In 2 pages or less, please describe how the Country Profile information is prepared, updated, and supported:

- Summarize the information included in each Country Profile (e.g., contract information, leave, holidays, pension, etc.) and level of detail provided in the profile.
- Describe how the information is collected for the Country Profiles – for example, is local legal counsel consulted, do they review the profiles, is information pulled from websites or other media (e.g., newspapers).
- Share the frequency with which data in the country profiles updated, and information about how updates are communicated out to clients such as RTI.
- Explain what happens if an employee questions or pushes back on information provided in a country profile. Please describe how this is managed, and if the Supplier would provide RTI with support navigating the responses, both through official communications and through legal means if the situation escalated.
- Include the turnaround time to provide RTI with a Country Profile upon request.

4. Additional Supplier Company Information

In 5 pages or less, please provide the following information about your company:

- Company's profile/overview and a list of board members and or trustees and CVs for key staff members.
- Past performance information to demonstrate capabilities and technical experience, 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).
- Schedule of clients served for the last 5 years.

B. Cost Proposal Requirements

The Supplier shall develop and submit cost/pricing information in accordance with the following descriptions and instructions. The cost proposal must be presented in USD, though as noted in the Service Expectations section above, most employment contracts are in local currency. Please note if there are any volume discounts offered for services:

1. Employee and Payroll Costs

Please provide a summary of fees for hiring staff – including any volume discounts if applicable. Please differentiate between VAT, local taxes/withholding, and fees for services provided by your company. If your pricing model differs by individual country, please fill out Table A for each of the each of the two exemplar countries you chose for the technical proposal requirements. If your pricing model is associated with a tiering structure where you apply

different costs to different groups of countries, please fill out Table B for each group i.e. tier of countries and indicate the countries included in that tier. Fees should be organized as follows:

- **Employee salary** – For the purposes of comparison, please use the following staff/salary sample for a small project with 10 staff and a total monthly salary (without taxes) of \$60,500. For the purposes of comparison, benefits are 30% and included as a separate line item. This information has been provided in the tables below as a basis for your calculations. If your company provides volume discounts on fees related to the total number of hires, please provide a summary of the fee structure in the appropriate section of the table.
- **Fixed Rate (percentage of salary cost or cost/employee) per Month.** The Fixed Monthly Billing Rate should be billed monthly for providing the employer of record services for RTI International. This fixed rate and associated costs for benefits and any other expenses incurred will be submitted and reimbursed on a monthly basis.
- **Pricing proposal template.** The supplier can present their pricing proposal as shown in the pricing template below or simply indicate what their Fixed Rate will be per month for 10 employees in one of the example countries. Include anticipated costs for benefits that will be direct billed.
 - Please also indicate any volume discounts for number of staff hired and required duration, as well as any guarantee for number of hires and duration RTI would need to provide to meet the volume discount.
- **Simulation** of fee calculation. If Supplier charges an early termination fee, please include in the pricing table. If no early termination fee applies, please confirm in your cost proposal.

Table A. Pricing table for staff employment cost and fees. Please complete one table for each of the 2 chosen sample countries. Please add rows as needed to itemize costs.

Country Name:					
Item #	Quantity	Description	Unit of Measure	Unit Price	Total Price
1	10 employee salaries	Employee salaries 1. Chief of Party – \$10,000/mo 2. Finance/Operations Manager - \$8,000/mo	month	\$60,500	\$60,500

		3. Senior Technical Advisor - \$9,000/mo 4. Activity Manager - \$7,500/mo 5. Activity Coordinator 1 - \$5,000/mo 6. Activity Coordinator 2 - \$5,000/mo 7. HR Coordinator - \$5,000/mo 8. Accountant - \$5,000/mo 9. Activity Assistant - \$3,000/mo 10. Office Assistant - \$3,000/mo Benefits – 30% Total Salary/Benefits – \$78,650			
	Benefits for 10 employees	Benefits – 30%	month	\$18,150	\$18,150
2	10 employees	EOR Fee	month	XX %	XX % of total payment to the employee
3		Any other costs/local taxes			
4		Any other costs/local taxes			
5		VAT (if any)		XX %	
6		Fees			
Volume discount (if applicable) – noting minimums if required.					
Total Value					

Table B. Pricing table for staff employment cost and fees under a tiered pricing model.
Please include information for the example countries selected above. Please add rows as needed to itemize costs.

TIER 1						
Countries in Pricing Tier	Item #	Quantity	Description	Unit of Measure	Unit Price	Total Price

(list all countries in this tier below – highlight the country selected for costing from the exemplar country options)						
	1	10 employee salaries	Employee salaries 1. Chief of Party – \$10,000/mo 2. Finance/Operations Manager - \$8,000/mo 3. Senior Technical Advisor - \$9,000/mo 4. Activity Manager - \$7,500/mo 5. Activity Coordinator 1 - \$5,000/mo 6. Activity Coordinator 2 - \$5,000/mo 7. HR Coordinator - \$5,000/mo 8. Accountant - \$5,000/mo 9. Activity Assistant - \$3,000/mo 10. Office Assistant - \$3,000/mo		\$60,500	\$60,500
			Benefits	month	\$18,150	\$18,150
	2	10 employees	EOR Fee	month	XX %	XX % of total payment to the employee
	3		Any other costs/local taxes			
	4		Any other costs/local taxes			
	5		VAT (if any)		XX %	

	6		Any other fees			
		Volume discount (if applicable) – noting minimums if required.				
		Total Value				
TIER 2						
Countries in Pricing Tier (list all countries in this tier below – highlight the country selected for costing from the exemplar country options)	Item #	Quantity to be Purchased	Description of Preferred Commodity or Services Specifications	Unit of Measure	Unit Fixed Price (Each)	Total Fixed Price (Each)
	1	10 employee salaries	Employee salaries 1. Chief of Party – \$10,000/mo 2. Finance/Operations Manager - \$8,000/mo 3. Senior Technical Advisor - \$9,000/mo 4. Activity Manager - \$7,500/mo 5. Activity Coordinator 1 - \$5,000/mo 6. Activity Coordinator 2 - \$5,000/mo 7. HR Coordinator - \$5,000/mo 8. Accountant - \$5,000/mo 9. Activity Assistant - \$3,000/mo 10. Office Assistant - \$3,000/mo		\$60,500	\$60,500
	2		Benefits	month	\$18,150	\$18,150
	3	10 employees	EOR Fee	month	XX %	XX % of total payment to the

						employee
	4		Any other costs/local taxes			
	5		Any other costs/local taxes			
	6		VAT (if any)		XX %	
	7		Any other fees			
	Volume discount (if applicable) – noting minimums if required.					
	Total Value					
TIER 3						
Countries in Pricing Tier (list all countries in this tier below–highlight the country selected for costing from the exemplar country options)	Item #	Quantity to be Purchased	Description of Preferred Commodity or Services Specifications	Unit of Measure	Unit Price	Total Price
	1	10 employee salaries	Employee salaries 1. Chief of Party – \$10,000/mo 2. Finance/Operations Manager - \$8,000/mo 3. Senior Technical Advisor - \$9,000/mo 4. Activity Manager - \$7,500/mo 5. Activity Coordinator 1 - \$5,000/mo 6. Activity Coordinator 2 - \$5,000/mo 7. HR Coordinator - \$5,000/mo 8. Accountant - \$5,000/mo 9. Activity Assistant -	month	\$60,500	\$60,500

			\$3,000/mo 10. Office Assistant - \$3,000/mo			
	2	10 employee benefits	Benefits	month	\$18,150	\$18,150
	3	10 employees	EOR Fee	month	XX %	XX % of total payment to the employee
	4		Any other costs/local taxes			
	5		Any other costs/local taxes			
	56		VAT (if any)		XX %	
	7		Any other fees			
	Volume discount (if applicable) – noting minimums if required.					
	Total Value					

Table C. Pricing table for work permit/visa support. Please add rows as needed to itemize costs. If Supplier chooses not to bid on this area of work, please include N/A in your proposal.

Item #	Quantity	Description	Unit of Measure	Unit Fixed Price (Each)	Total Price
1		Work permit fee for X country for Name/Title	One work permit		XX % of total payment to the employee
2		Visa fee			
3		Any other costs (e.g., Supplier service charges)			

4		Tax/VAT (if any)		XX %	XX % of total payment to the employee
Total Value					

Table D. Pricing table for Country Profiles. Please add rows as needed to itemize costs (e.g., taxes, etc.) If information is provided free of charge (e.g., available on the Supplier's website), or if Supplier chooses not to bid on this area of work, please include N/A in your proposal.

Item #	Quantity	Description	Unit of Measure	Unit Fixed Price (Each)	Total Price
1	Up to X country profiles	EOR Fee	Country Profile	XX %	
2	Up to Y country profiles	EOR Fee	Country Profile	XX %	
3		Tax/VAT (if any)			
Total Value					

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

Signature:

Title:

Date:

Attachment B – Sample Staffing Schedules

Table E. Sample Staffing Schedule – Large Project

Title	Salary Grade	Annual Budgeted Salary (USD)	Anticipated Start Date
Hired at the time of EOR onboarding			
Chief of Party	G/13	\$170,000.00	06/01/2024
Finance Manager	K/9	\$48,000.00	06/01/2024
Driver x3	R/4	\$24,000.00	06/01/2024
MEL Director	I/11	\$89,025.00	06/01/2024
Database Manager	K/9	\$48,000.00	06/01/2024
Sr. Finance and Operations Director	I/11	\$108,000.00	06/01/2024
Procurement Manager	K/9	\$48,000.00	06/01/2024
Security Manager	J/10	\$48,000.00	06/01/2024
Human Resources Manager	J/10	\$48,000.00	06/01/2024
IT Manager	L/8	\$42,000.00	06/01/2024
IT Assistant	O/6	\$24,000.00	06/01/2024
Administrative Assistant	Q/5 or O/6	\$24,000.00	06/01/2024
Administrative Assistant	Q/5 or O/6	\$24,000.00	06/01/2024
Deputy Chief of Party	H/12	\$140,000.00	06/01/2024
MEL Officer	M/7	\$30,000.00	06/01/2024
MEL Officer	M/7	\$30,000.00	06/1/2024
Communications & Digital Media Specialist	K/9	\$71,436.00	06/1/2024
Finance Officer	L/8	\$30,000.00	06/01/2024
Procurement Officer	O/6	\$30,000.00	06/01/2024
Human Resources Assistant	O/6	\$24,000.00	06/01/2024
Accountant	O/6	\$18,000.00	7/1/2024

Program Implementation Director	I/11	\$89,025.00	8/1/2024
Program Manager, Low Cost Private School	L/8	\$48,000.00	7/1/2024
Data Analyst	M/7	\$31,200.00	7/1/2024
Communications Assistant	O/6	\$24,000.00	7/1/2024
Subawards & Grants Manager	K/9	\$48,000.00	7/1/2024
Security & Logistics Officer	O/6	\$30,000.00	7/1/2024
Program Manager	L/8	\$48,000.00	8/1/2024
Senior Literacy Specialist	J/10	\$89,025.00	8/1/2024
Systems Strengthening Specialist	J/10	\$89,025.00	8/1/2024
French Literacy Specialist	K/9	\$71,436.00	8/1/2024
Math Specialist	K/9	\$71,436.00	8/1/2024
Regional Manager	K/9	\$36,000.00	8/1/2024
Program Officer, Literacy	M/7	\$30,000.00	8/1/2024
Program Officer, Math	M/7	\$30,000.00	8/1/2024

***Conditional and subject to change throughout the period of performance**

Table F. Sample Staffing Schedule – Medium size project

Title	Salary Grade	Annual Budgeted Salary (USD)	Anticipated Start Date
Communications Specialist 3	K	\$26,095.32	08/15/2024
Finance & Grants Manager 2	I	\$46,681.56	08/01/2024
Senior Technical Advisor 2	I	\$37,380.60	08/01/2024
Chief of Party 2	G	\$83,000.04	08/01/2024
Program Specialist 1	M	\$13,500.84	08/15/2024
Technical Advisor 3	K	\$28,897.32	08/01/2024
Monitoring & Evaluation Specialist 3	K	\$16,305.12	08/30/2024
Senior Administrative Assistant 1	O	\$13,200.00	08/10/2024
Program Specialist 3	K	\$22,927.44	08/30/2024
Program Specialist 3	K	\$23,696.64	08/30/2024
Senior Program Specialist 2	I	\$28,247.40	08/30/2024
Finance & Administration Assistant	O	\$15,600.00	08/25/2024
Procurement & Logistics Specialist 3	K	\$36,000.00	08/10/2024
Senior Program Specialist 1	J	\$22,419.48	08/15/2024

Senior Technical Advisor 2	I	\$38,550.96	08/10/2024
Program Coordinator 2	L	\$21,240.00	08/25/2024

Attachment C

Instructions to Suppliers

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. RTI reserves the right to award to more than one supplier. If an Ordering Agreement is established as a result of this RFQ/RFP, supplier understands that description 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 East Cornwallis Road
P.O. Box 12194
Research Triangle Park, NC 27709-2194

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

US Government (mainly USAID), as well as other client-funded projects

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 legal business name, address, and telephone number of the supplier (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 applicable - 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) If applicable - 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) Sample timesheets and other documentation as requested in this RFP that will be used between the EOR supplier and employees to be under contract.
 - (n) Example employment contract to be used between the EOR and employees to be under contract, if applicable.
 - (o) Unique Entity Identifier number (UEI), created on SAM.gov. If not currently available, Supplier may register and must show proof of registration at the time of submitting the proposal.
 - (p) **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 suppliers) must record their pricing utilizing the format found on Attachment A. Sellers must sign in the signature lines of Attachment A and Attachment C, and send the complete signed RFQ to the email address listed on the cover page.
5. **Questions Concerning the Procurement.** All questions in regards to this RFQ/RFP to be

directed to

Barbara Herrera

(insert name of procurement officer)

at this email address:

bherrera@rti.org

(insert email address of the procurement officer).

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

April 1, 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 (e.g., manuals, warranty doc, certificate of analysis, timesheets, etc.)
8. **Payment Terms:** Refer to RTI purchase order terms and conditions found in 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 Supplier 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 all considered important elements 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 (25 points)** Lowest evaluated ceiling price.
- b. **DELIVERY (20 points)**. Seller provides the most advantageous delivery schedule.
- c. **TECHNICAL (25 points)**. Items/Services shall satisfy or exceed the specifications described in RFQ/RFP Attachment A.
- d. **PAST PERFORMANCE (20 points)** – Supplier can demonstrate the firm's capability and resources to provide the items/services requested in this solicitation in a timely and responsive manner.
- e. **OTHER EVALUATION CRITERIA.**

- **FOOT PRINT (PRESENCE) (10 Points)**. Supplier demonstrates broad country presence – by region and/or globally.

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. Other clients may have different requirements which would be communicated to successful offeror(s).
15. **Certification.** The offeror, by signing its offer, hereby certifies to the best of its knowledge and belief that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on its behalf in connection with the awarding of this contract.
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: