



Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	Grant Activity Monitoring for Oromia and Amhara
Type of Procurement:	Subcontract agreement
Type of Contract:	Firm Fixed Price
Term of Contract:	12 months from award, with possibility for extension dependent on performance
Contract Funding:	USAID
This Procurement supports:	Feed the Future Ethiopia Transforming Agriculture
Submit Proposal to:	Address below mentioned
Date of Issue of RFP:	September 15, 2024,
Date Questions from Supplier Due:	September 24, 2024 by 14:00 East Africa Time (EAT)
Date Proposal Due:	September 30, 2024, by 14:00 East Africa Time (EAT)
Approximate Date Purchase Order Issued to Successful Bidder(s):	TBD

Method of Submittal:	
Via email to procurement.eta@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:	ETA-ADD-24-243

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: [rti-po-terms_English Version - v1.20.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.

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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

Description of Activity/Service:

ASSIGNMENT TITLE: Grant Activity Monitoring
PERIOD OF PERFORMANCE: Approximately one year (o/a September 2024- August 2025), with possibility for extension dependent on performance
GEOGRAPHIC FOCAL AREA(S): In Amhara and Oromia region woreda - see **Table 1**.

PROJECT OVERVIEW

Feed the Future Ethiopia Transforming Agriculture is a 5-year project that aims increase access to healthy diets for Ethiopians, particularly for women and children. Feed the Future Ethiopia Transforming Agriculture has three intermediate results:

- Increased availability of safe, diverse, nutritious foods
- Increased incomes in the food and agriculture sectors
- Increased convenience and desirability of safe, diverse, nutritious foods

Together, these intermediate results will improve the competitiveness, inclusiveness, resilience, and sustainability of Ethiopia's food and agriculture system.

ASSIGNMENT OVERVIEW

Background

Feed the Future Ethiopia Transforming Agriculture is using a \$9.5 million Catalytic Investment Portfolio to provide grants under contract to market actors operating in agriculture and food market system to stimulate positive change. Currently different 10 partners have finalized their individual grant process to conduct various activities in Amhara and Oromia regions. Partner grantees support a range of activities from production to value addition to marketing across sectors such as poultry, dairy, seed multiplication, and horticulture.

The Feed the Future Ethiopia Transforming Agriculture team is responsible for facilitating supportive monitoring to facilitate the grant activities. However, in several regions, such as Amhara, the security situation creates travel barriers to monitor those types of grant activities in the field. Hence, Feed the Future Ethiopia Transforming Agriculture seeks to hire a local firm to monitor and support grant activities for 10 partners across Amhara and Oromia.

Objective

The objective of the SOW is subcontracting a local firm on behalf of Feed the Future Ethiopia Transforming Agriculture whose responsibility is to conduct routine grant monitoring activities to track the performance of grantees across various interventions in the designated woreda in Amhara and Oromia region. The selected partner will serve as a supplementary link between Feed the Future Ethiopia Transforming Agriculture staff and the grantees. The schedule of high priority woreda for enhanced remote monitoring services is provided in **Table 1**. Names of specific grant partners will be provided to the successful bidder upon contract award.

Activities

Activity 1: Workplan and Kickoff Meetings with Partners

- Review individual grant program descriptions and milestones and prepare a work plan for each region covered by this SOW to provide satisfactory and consistent remote monitoring of all key field activities and deliverables. This includes providing an overall risk mitigation plan to address potential issues and to ensure the overall quality of the oversight provided.
- Conduct preliminary site visits to each partner grantee to familiarize both parties with general grant operations and planned activities. Utilize findings from these preliminary visits to inform the workplan.
- An updated workplan should be provided once every quarter for each region to ensure adaptive management.
- Provide template for monthly site visit reports.
- Conduct specific pre-grant award site visits and conduct due diligence on proposed grantee activities and deliverables. Verify and document the baseline identity and awareness of fixed and moveable assets and machinery, crops and livestock enterprises, and the overall practicality of the proposed grant scope of work. Conduct data research on assumptions or projections for yield, productivity, outputs, enterprise scale and history, and the firm's management and technical capacity. Assess whether key assumptions scopes of work are realistic, and evidence based.

Activity 2: Monthly Site Visits and Monitoring Reports

- Organize independent site visits and provide a monthly summary report on each grantee with a summary of events and deliverable monitoring, observations and recommendations.
- Prepare a summary by region and by month of the individual grantee milestones, targets, and results.
- Include an environmental management lens within the general grantee monitoring, linked to the individual Environmental Review Reports (ERRs) and Environmental Mitigation and Monitoring Plans (EMMPs). Identify specific areas of opportunity and/or concern regarding environmental compliance, with reference to the pesticide Safer Use Action Plan (SUAP) and areas of higher risk.
- Make a monthly presentation at both regional and national level to Feed the Future Ethiopia Transforming Agriculture staff to review the overall grantee monitoring progress, identify and discuss specific issues or constraints, and make recommendations for work plan focus areas in the month ahead.
- Assess qualitative grantee performance and relationships through discussions with grantees, officials from key institutions, community leaders, Unions and Cooperatives, value chain actors and relevant service providers.

Activity 3: Monthly Data Collection, Quality Checks and Data Entry

- Collect qualitative and quantitative monitoring data of key grant activities on a monthly basis. Collect data on beneficiary participation and key informant feedback, commercial

sales and input deliverables, productivity and production, field day and training participants, demonstration sites.

- Enter data relevant to each individual grantee work plan and results in the Feed the Future Ethiopia Transforming Agriculture database, together with associated photographs and field observations.

Activity 4: Success Stories

- On at least a quarterly basis, identify and provide a summary report on significant interventions that have had clear and measurable impact. This information will be shared with the communications teams as draft material for a success story.

Table 1: Focal Partner Locations

S/N	Region	Target Woreda
1	Oromia	Negelle Arsi
2	Oromia	Lemu Na Bilbilo, Digalu Na Tijo, Gimbichu, Adea, Boset and Adami Tulu
3	Oromia and Amhara	Dugda, adamitulu jido kombolcha, ziway dugda, Bure zuriya
4	Amhara	Bahir Dar Zuriya, Dangila, Dera, Debub Achefer and Semen Achefer
5	Amhara	Tach Gaynit and Lay Gaynit
6	Amhara	Bahir Dar Zuria, Bure Zuria, Semen Achefer, Dembia, Dembecha, Debub Achefer, Awabel, Enemay, Guangua
7	Amhara	Bahir Dar Zuria, Bahir Dar city, South Achefer, North Achefer & Dangila woredas
8	Amhara	Dera, Bahir Dar Zuria, Raya Kobo, Bure Zuria, Debub Achefer, Semen Achefer, Dembecha, North Mecha and Dera
9	Amhara	Burie Zuria, Jabitehnan, Dembecha, Semen Achefer and Debub Achefer
10	Oromia	Ziway Dugda, Adami Tulu, Ada'a, Lome

Product or Service Expectations (both if applicable):

Selected service providers will be paid a fixed price based on successful completion of the deliverables outlined in the table below.

S/ N	Deliverable	Deliverable Description	Time frame	Wei ght
1	Initial Workplan and Kickoff Meetings	<ul style="list-style-type: none"> • Workplan for conducting remote monitoring, including overall approach to the assignment, schedule of intended visits, and calendar of key grant activities and events for the relevant quarter. • Regional summary with monthly breakdown of expected grantee outputs and key events. • Short summary of initial meetings with partners and key focal areas for monitoring of each partner. • Proposed template for monthly monitoring report. 	Within 1 month of award	3%
2	Quarterly Workplan Update & Success Stories (Q2)	Updated schedule of intended visits with a calendar of key grant activities and events for the next quarter. Regional summary with monthly breakdown of expected grantee outputs and key events for the next quarter. Identify and provide a summary report on significant interventions that have had clear and measurable impact in the past quarter.	End of Month 3	3%
3	Quarterly Workplan Update & Success Stories (Q3)	Updated schedule of intended visits with a calendar of key grant activities and events for the next quarter. Regional summary with monthly breakdown of expected grantee outputs and key events for the next quarter. Identify and provide a summary report on significant interventions that have had clear and measurable impact in the past quarter.	End of Month 6	3%
4	Quarterly Workplan Update & Success Stories (Q4)	Updated schedule of intended visits with a calendar of key grant activities and events for the next quarter. Regional summary with monthly breakdown of expected grantee outputs and key events for the next quarter. Identify and provide a summary report on significant interventions that have had clear and measurable impact in the past quarter.	End of Month 9	3%
5	Grantee monitoring report and presentation (M2)	Provide summary report for each grantee on remote monitoring activities, observations, and recommendations. Provide and present summary PowerPoint presentation by region on overall grantee monitoring results and observations. Report and presentation should cover all tasks included under SOW activity 2.	End of Month 2	3%
6	Grantee monitoring report and presentation (M3)	Provide summary report for each grantee on remote monitoring activities, observations, and recommendations. Provide and present summary PowerPoint presentation by region on overall grantee monitoring results and observations. Report and presentation should cover all tasks included under SOW activity 2.	End of Month 3	3%
7	Grantee monitoring report and presentation (M4)	Provide summary report for each grantee on remote monitoring activities, observations, and recommendations. Provide and present summary PowerPoint presentation by region on overall grantee monitoring results and observations. Report and presentation should cover all tasks included under SOW activity 2.	End of Month 4	3%
8	Grantee monitoring	Provide summary report for each grantee on remote monitoring activities, observations, and recommendations.	End of Month	3%

	report and presentation (M5)	Provide and present summary PowerPoint presentation by region on overall grantee monitoring results and observations. Report and presentation should cover all tasks included under SOW activity 2.	5	
9	Grantee monitoring report and presentation (M6)	Provide summary report for each grantee on remote monitoring activities, observations, and recommendations. Provide and present summary PowerPoint presentation by region on overall grantee monitoring results and observations. Report and presentation should cover all tasks included under SOW activity 2.	End of Month 6	3%
10	Grantee monitoring report and presentation (M7)	Provide summary report for each grantee on remote monitoring activities, observations, and recommendations. Provide and present summary PowerPoint presentation by region on overall grantee monitoring results and observations. Report and presentation should cover all tasks included under SOW activity 2.	End of Month 7	3%
11	Grantee monitoring report and presentation (M8)	Provide summary report for each grantee on remote monitoring activities, observations, and recommendations. Provide and present summary PowerPoint presentation by region on overall grantee monitoring results and observations. Report and presentation should cover all tasks included under SOW activity 2.	End of Month 8	3%
12	Grantee monitoring report and presentation (M9)	Provide summary report for each grantee on remote monitoring activities, observations, and recommendations. Provide and present summary PowerPoint presentation by region on overall grantee monitoring results and observations. Report and presentation should cover all tasks included under SOW activity 2.	End of Month 9	3%
13	Grantee monitoring report and presentation (M10)	Provide summary report for each grantee on remote monitoring activities, observations, and recommendations. Provide and present summary PowerPoint presentation by region on overall grantee monitoring results and observations. Report and presentation should cover all tasks included under SOW activity 2.	End of Month 10	3%
14	Grantee monitoring report and presentation (M11)	Provide summary report for each grantee on remote monitoring activities, observations, and recommendations. Provide and present summary PowerPoint presentation by region on overall grantee monitoring results and observations. Report and presentation should cover all tasks included under SOW activity 2.	End of Month 11	3%
15	Grantee monitoring report and presentation (M12)	Provide summary report for each grantee on remote monitoring activities, observations, and recommendations. Provide and present summary PowerPoint presentation by region on overall grantee monitoring results and observations. Report and presentation should cover all tasks included under SOW activity 2.	End of Month 12	3%
16	Monthly Data Collection, Quality Checks, and Data Entry (M2)	Collect and analyze data based on individual grantee milestones and targets. After ensuring the data quality, synchronize the collected data into the Feed the Future Ethiopia Transforming Agriculture database.	End of Month 2	5%

17	Monthly Data Collection, Quality Checks, and Data Entry (M3)	Collect and analyze data based on individual grantee milestones and targets. After ensuring the data quality, synchronize the collected data into the Feed the Future Ethiopia Transforming Agriculture database.	End of Month 3	5%
18	Monthly Data Collection, Quality Checks, and Data Entry (M4)	Collect and analyze data based on individual grantee milestones and targets. After ensuring the data quality, synchronize the collected data into the Feed the Future Ethiopia Transforming Agriculture database.	End of Month 4	5%
19	Monthly Data Collection, Quality Checks, and Data Entry (M5)	Collect and analyze data based on individual grantee milestones and targets. After ensuring the data quality, synchronize the collected data into the Feed the Future Ethiopia Transforming Agriculture database.	End of Month 5	5%
20	Monthly Data Collection, Quality Checks, and Data Entry (M6)	Collect and analyze data based on individual grantee milestones and targets. After ensuring the data quality, synchronize the collected data into the Feed the Future Ethiopia Transforming Agriculture database.	End of Month 6	5%
21	Monthly Data Collection, Quality Checks, and Data Entry (M7)	Collect and analyze data based on individual grantee milestones and targets. After ensuring the data quality, synchronize the collected data into the Feed the Future Ethiopia Transforming Agriculture database.	End of Month 7	5%
22	Monthly Data Collection, Quality Checks, and Data Entry (M8)	Collect and analyze data based on individual grantee milestones and targets. After ensuring the data quality, synchronize the collected data into the Feed the Future Ethiopia Transforming Agriculture database.	End of Month 8	5%
23	Monthly Data Collection, Quality Checks, and Data Entry (M9)	Collect and analyze data based on individual grantee milestones and targets. After ensuring the data quality, synchronize the collected data into the Feed the Future Ethiopia Transforming Agriculture database.	End of Month 9	5%
24	Monthly Data Collection, Quality Checks, and Data Entry (M10)	Collect and analyze data based on individual grantee milestones and targets. After ensuring the data quality, synchronize the collected data into the Feed the Future Ethiopia Transforming Agriculture database.	End of Month 10	5%
25	Monthly Data Collection, Quality Checks, and Data Entry (M11)	Collect and analyze data based on individual grantee milestones and targets. After ensuring the data quality, synchronize the collected data into the Feed the Future Ethiopia Transforming Agriculture database.	End of Month 11	5%
26	Monthly Data Collection, Quality Checks, and Data Entry (M12)	Collect and analyze data based on individual grantee milestones and targets. After ensuring the data quality, synchronize the collected data into the Feed the Future Ethiopia Transforming Agriculture database.	End of Month 12	5%

Deliverables, Timelines, Special Terms and Conditions:

Reporting, Data, Monitoring & Evaluation (M&E)

Monthly reports and data entry for individual grantees should include the following information at minimum:

- Participant breakdown at field days, trainings, demonstration sites, extension visits, B2Bs, platform meetings, workshops, or any other events.
- Baseline and regular monitoring of production, areas of crop planted/harvested, livestock performance data, sales, input purchases, technology adoption, commercial outputs, infrastructure investment, and leverage.
- Soft copy of all raw datasets entered the Feed the Future Ethiopia Transforming Agriculture M&E system.

Additionally, the following data may be requested on an ad hoc basis:

- Completion of relationship health tool with assigned partners.
- Other data as requested by the Feed the Future Ethiopia Transforming Agriculture M&E system.

All M&E templates will be provided by Feed the Future Ethiopia Transforming Agriculture.

ELIGIBILITY CRITERIA

To be considered assignment, bidders must meet the following minimum eligibility criteria:

- Proof of legal registration for similar services as demonstrated registration certificate and tax identification number (TIN).
- Renewed business license.

Pricing

This budgeting template must be provided by the bidder in excel format.

Budget Template					
Project: Ethiopia Transforming Agriculture					
Subcontractor Name:					
Item	Unit Description	Rate (ETB)	Unit	Total (ETB)	Explanation/Notes
Salaries					
Staff Name & Title					
	/day				
	/day				
	/day				
Total Salaries					
Consultants (if applicable)					
Consultant Name & Role					

	/day				
	/day				
	/day				
Total Consultants					
Travel, Transportation and Per Diem (if applicable)					
	/trip				
	/trip				
	/trip				
Total Travel					
Equipment or Supplies (if applicable)					
	/unit				
	/unit				
	/unit				
Total Equipment or Supplies					
Workshops and Trainings (if applicable)					
<i>See workshop training detail tab</i>					
Total Equipment or Supplies					
Other Direct Costs (if applicable)					
	/unit				
	/unit				
	/unit				
	/unit				
	/unit				
Total Other Direct Costs					
Subtotal (ETB)					

VAT (ETB)				
Total, VAT inclusive (ETB)				0

*Please insert formula where
VAT rate * Subtotal

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

RTI-Feed the Future Ethiopia Transforming Agriculture
Central Printing Press 6th Floor, Addis Ababa, Ethiopia

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

USAID

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) **Financial proposal** for cost of undertaking the assignment in the template provided by ETA in **Attachment A**, including brief budget notes under the column “Explanation/Notes” describing each proposed line item. This financial proposed must be provided in Excel Format.

- (f) Technical proposal of not more than five pages that outlines the organization’s approach to all components of the assignment as outlined in the “activities” section of this Scope of Work. This should include an approach to risk mitigation and how the applicant will ensure quality oversight. **Applicants are encouraged to cover all locations. Applicants may apply for only one region, but must specify this clearly in their application.**
 - (g) Brief profiles (not to exceed one page per person) of the proposed team undertaking this assignment describing their relevant expertise, education, and experience. The application should also include the overall reporting structure of assigned staff, and how staff will be allocated to partners.
 - (h) A maximum five-page document summarizing the organization, its objective, and at least three similar assignments completed with reference. The summary should also describe the organization’s current presence in the focal woreda mentioned in Annex 1 of this SOW, permanent and part-time staff size, and existing monitoring capabilities.
 - (i) 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.
 - (j) Lead Time Availability of the Commodity/Service.
 - (k) Terms of warranty describing what and how the warranties will be serviced.
 - (l) 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.)
 - (m) Payment address or instructions (if different from mailing address)
 - (n) Acknowledgment of solicitation amendments (if any)
 - (o) 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)
 - (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 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

Feed the Future Ethiopia Transforming Agriculture Procurement team

at this email address:

Procurement.eta@rti.org

The cut-off date for questions is

September 24, 2024, by 14:00 East Africa Time (EAT)

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-po-terms_english_version_-_v1.18.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) **Past Performance:** (35%) Has the ability and capacity to manage, implement, and report on all listed activities in a timely manner. Ability to demonstrate local presence in focal woreda with experience monitoring and managing related activities in the regions.
- (b) **Cost:** (25%) Reasonableness of proposed costs to complete all components of the assignment as outlined in the "activities" section of this scope of work (**Attachment A**).
- (c) **Technical: (40%)** Clear approach to all components of the assignment as outlined in the "activities" section of this scope of work (**Attachment A**), including sufficient, qualified human capital to manage the assignment

(d) OTHER EVALUATION CRITERIA.

N/A

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. **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: