## Request for Quote/Proposal (RFQ/RFP)

<table>
<thead>
<tr>
<th>Commodity/Service Required:</th>
<th>Monitoring and Evaluation (M&amp;E) Data Management System Pricing Input</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Contract:</td>
<td>Fixed Daily Rate with a Not to Exceed (NTE) Ceiling Price</td>
</tr>
<tr>
<td>Term of Contract:</td>
<td>TBD start data – with services expected to complete no later than 30 September 2017</td>
</tr>
<tr>
<td>This Procurement supports:</td>
<td>Monitoring and Evaluating Data Management System Development Strategic Investment Funding</td>
</tr>
<tr>
<td>Submit Proposal to:</td>
<td>Keely Alexander – <a href="mailto:kalexander@rti.org">kalexander@rti.org</a></td>
</tr>
<tr>
<td>Date of Issue of RFP:</td>
<td>24 March 2017</td>
</tr>
<tr>
<td>Date Questions from Supplier Due:</td>
<td>3 April 2017</td>
</tr>
<tr>
<td>Date Proposal Due:</td>
<td>10 April 2017</td>
</tr>
<tr>
<td>Approximate Date Purchase Order Issued to Successful Bidder(s):</td>
<td>Mid to Late April 2017</td>
</tr>
</tbody>
</table>

### Method of Submittal:

- Email to Keely Alexander – kalexander@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 throughout the term of the award.

### Solicitation Number:

- IDG FY17 M&E Data Management System- 001

### Attachments to RFP:

1. Attachment “A” – Statement of Work
2. Attachment “B” – Instructions to Bidders/Sellers
3. All PO Terms and Conditions are listed on our website at forth at: [http://www.rti.org/POterms](http://www.rti.org/POterms), [http://www.rti.org/files/PO_FAR_Clauses.pdf](http://www.rti.org/files/PO_FAR_Clauses.pdf) or for commercial items: [http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf](http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf) (hereinafter the “Terms”). Supplier’s delivery of products, performance of services, or issuance of invoices in connection with this purchase order establishes Supplier’s agreement to the Terms. The Terms may only be modified in writing signed by both parties.

All bidders/sellers are responsible to carefully review each attachment and follow any instructions that may be relevant to this procurement.
Attachment A - STATEMENT OF WORK:

Monitoring and Evaluation (M&E) Data Management System

1. Introduction/Background

The International Education (IE) division at RTI International is working to strengthen the collection and utilization of Monitoring and Evaluation (M&E) data on our international education projects. More information about the type of work conducted by this division can be found here: https://www.rti.org/practice-area/international-education. M&E data is utilized on our projects for tracking and reporting on project performance and as part of our adaptive management strategy to inform program design and implementation decisions along the way.

To better support new projects in quickly ramping up the critical M&E function, and to facilitate the compilation and sharing of M&E information across projects, IE has been developing standardized but flexible tools. To add to these tools, this RFP addresses the need to build an all-encompassing M&E data management system that can be provided to projects during startup.

The “system” is defined as the way in which a project organizes and uses all the data collected, stored, analyzed, and reported on for project M&E purposes. A large portion of M&E data focuses on project indicators, e.g. the number of teachers trained in quarter 3. Indicators are often similar across IE projects and are typically defined and approved by a project client within the first few months of project startup. One goal of the system is to: at project start-up, provide a solid foundation for the structure for project data collection, storage, and data linking for analysis based on the indicators and levels of disaggregation that are identified by the project to fit their needs. Providing a system to a project may include things such as: providing templates for standard data collected on IE projects, identifying a place to store the data such that different datasets can be easily linked for querying and analysis, and having the ability to produce routine, standardized outputs of analysis or counts of data that are needed for project reporting and for monitoring progress on project activities when stored within the system. **The supplier shall be responsible for the technology portion of the data management system that will be used for data storage, entry, analysis, and reporting (see below for more detail).** However, it is important that this piece fit into the larger system seamlessly and work within the same parameters.

Customization of the M&E data management system (and of the technology solution) will absolutely be needed based on country, client, language, and other project specifics. However, the system should be detailed enough to allow for projects to use it and have it appropriately address their project needs from day 1.
Types of M&E data collected:
M&E data collected under IE projects is extensive, but most projects capture many of the same elements, such as:

- **Data on the population of students, teachers, and schools** from the country’s Ministry school census database. For example, student enrollment data by district or geographic coordinates for schools.
- **Student achievement data** collected through various learning assessments with student demographic data included. For example, Grade 4 oral reading fluency (ORF) scores disaggregated by gender.
- **Teacher and School Leader survey data.** For example, school leader years of experience.
- **Classroom and School observation data.** For example, number of textbooks available in each classroom.
- **Teacher training participation data.** For example, number of teachers in attendance at each training across 5 regions held over multiple days.
- **Teacher and Learning Materials development and distribution data.** For example, number of Grade 8 student guides and teacher guides printed; number of guides distributed to regions and schools; number of guides observed in use.
- **Teacher Support visit (coach or supervisor) data.** For example, amount of time teacher spent explaining a subject to students as one data point from a teacher observation checklist.

Uses of M&E Data:

- Regular communication and reporting to staff, partners, clients, and beneficiaries on project performance indicators outlined in a project M&E plan, with the ability to disaggregate and then aggregate up, throughout project implementation.
  - An example indicator for a national-level project is: number of teacher-trainers trained during previous quarter to deliver Grades 1-4 teacher training on the new reading curriculum, disaggregated by gender and region.
  - Reports can include dashboards indicating progress on training activity implementation disaggregated by region or maps illustrating reach of book distribution, etc.
- Internal adaptive management to utilize data collected for tracking and understanding program implementation within a short time frame, informing needed course corrections and broader decision-making.
  - For example, using classroom observation data collected by coaches after teacher training activities, the project can better understand the effects of the training on teacher behavior and see how the new curriculum materials are being used (or not). If the desired results (changes in teacher behavior and use of materials) are not being realized, more information can be gathered about the cause and changes can be made to the training program.
- Higher-order analysis as part of impact evaluations and other focused research on project
interventions, using monitoring records to provide adequate base of information on project implementation fidelity, and direct performance measures through assessment and observation.

2. Scope of Work

The scope of work for the M&E Data Management System project includes all planning, execution, implementation, and any necessary training for a new data management system for IE. The selected consultant/subcontractor/supplier shall be responsible for identifying the M&E technology solution based on the information provided in the RFP. Each stage of the project shall require approval from RTI management before moving on to the next stage. The selected consultant/subcontractor/supplier must ensure it has adequate resources for designing, testing, and implementing the new system and is staffed for the training of IE personnel as well. Specific deliverables and milestones shall be listed in the Work Requirements and Schedules and Milestones sections of this SOW.

We envision that a new project will receive a data management system with a technology component that has the capability to calculate project M&E indicator values if source data is prepared and stored in a particular way. We need to have the methods for inputting, organizing, linking and cleaning data quickly. We will instruct how the calculations should be completed, but the technology solution should address the need to automatically produce the calculation results so that accurate reports can go out for decision making in a timely manner. The results also need to be easily customized and extremely reader friendly so that they can be shared with different audiences. Guidance on how the data will integrate with the technology component should be prepared with the understanding of the need to be flexible about the format in which the data is stored (e.g. the system should be able to work with data in Excel files, .csv files, etc.). For some indicators, data entry interfaces or data capture tools should also be provided.

In addition to indicator calculations, the technology component should serve as a database for organizing project datasets, such that searching within the data, performing simple counts, and conducting analysis that combines multiple datasets can be easily accomplished. Currently, IE projects manage their data using the method that works best for them, be it through a collection of Excel spreadsheets or using a MS Access database. Another goal of the system (and of the technology component) is to improve the efficiency with which project data can be accessed, monitored, and manipulated for analysis, including data beyond that which is collected as part of indicator calculations.

Anticipated Process Overview:

The supplier will work with RTI to write user stories to define the needs and requirements of a technology solution that can be implemented across projects as part of the data management system, gathering information and feedback regularly from existing project staff. They will then work to customize the technology solution to directly serve our projects’ needs, taking into account the constraints faced, such as poor internet connectivity at some project offices. Once the solution is
finalized, it will then be piloted under an existing field project in some capacity to determine its effectiveness. An evaluation of this pilot will be planned by RTI and data will be collected from all relevant stakeholders. Necessary changes will be implemented based on the results of the evaluation and upon further comments gathered from the division and other projects. Upon completion of the changes by the supplier (and after any additional piloting if necessary), the final product will be ready for use. Access to existing RTI M&E materials will be provided to the supplier to support this effort under a nondisclosure agreement.

3. **Period of Performance**

The period of performance for the M&E Data Management System project approximately 5.5 months, beginning o/a April 15, 2017 through September 30, 2017. All work must be scheduled to be completed within this timeframe. Any modifications or extensions shall be requested through RTI’s and consultant/subcontractor/supplier’s contracting officers for review and discussion.

4. **Place of Performance**

The selected consultant/subcontractor/supplier for the M&E Data Management System project shall perform most the work at its own facility. The consultant/subcontractor/supplier may be asked to meet at RTI’s facility depending on the location of the supplier.

5. **Work Requirements**

Supplier needs to identify an existing technology solution that can be customized to RTI’s needs to perform the following tasks, and then work closely with the RTI team to apply the solution to our projects. The supplier should provide details on Licensing, Data Hosting, and Intellectual Property (IP) Ownership terms based on solution identified. RTI Legal shall review these requirements and final language will be included in the contract to confirm all agreements.

**Expected outcomes of technology solution:**

- Store all M&E data for project in organized, secure, easily accessible structure.
  - Allow storage and uploading of multiple data types (this includes Excel files, MS Access files, .csv files) from various sources (multiple users and locations).
- Design structure such that datasets can be merged by common variables for analysis; e.g. teacher observation data can be linked to student achievement data if the teacher IDs exist in both datasets. Also, provide a user-friendly interface such that data can be “selected” for placing into customized tables so that that users can then export and perform analysis as needed.
- Program the automatic calculation of indicators and other routine analysis needed using data within system. Many indicators are similar across projects, making the calculations similar as well. Provide output of calculations in format that easily merges with report writing (e.g. Excel tables, charts/graphs).
• Allow for easy querying of all data for ad-hoc analysis needs. For example, the ability to generate and update operational lists, such as book delivery lists, pre-populated training lists, etc.
  o For complex analysis, we plan to export data from the technology solution into a statistical analysis software, such as STATA or SPSS. As such, the technology solution should store the data in a way that allows for easy exporting.
• Potential for web-based data collection in the future.

As part of the Data Management System project, the consultant/subcontractor/supplier shall be responsible for performing tasks throughout various stages of this project. The following is a list of these tasks which shall result in the successful completion of this project:

**Information Gathering and Kickoff:**

• consultant/subcontractor/supplier shall hold meeting(s) to 1) review and discuss all RTI M&E documentation with RTI team, 2) build user stories and document requirements for technology solution, 3) provide any additional information on the proposal at the request of RTI

• consultant/subcontractor/supplier shall refine proposal documents to address any changes needed based on information gathered during meeting(s)

• consultant/subcontractor/supplier shall present revised proposal, outlining how their technology solution will address all points listed above as expected outcomes

• consultant/subcontractor/supplier shall create and present detailed project plan including schedule, testing plan, implementation plan, training plan, and transition plan for technology solution for RTI review and approval

**Design Phase:**

• consultant/subcontractor/supplier shall provide design plan for how technology solution will be implemented on individual RTI project for RTI review and approval

• consultant/subcontractor/supplier shall work with RTI to create evaluation criteria for selecting a project to pilot technology solution and then to use that criteria to select RTI project that would best serve as pilot project

• consultant/subcontractor/supplier shall develop an individual RTI project specific project plan for setting up the technology solution to address their M&E data collection, storage, analysis, and reporting needs
Build Phase:

- consultant/subcontractor/supplier shall complete all setup and coding for approved technology solution
- consultant/subcontractor/supplier shall include all content provided by RTI within technology solution
- consultant/subcontractor/supplier shall provide RTI with a detailed testing plan
- consultant/subcontractor/supplier shall conduct testing
- consultant/subcontractor/supplier shall resolve any coding, calculation, user experience, or other issues identified in testing
- consultant/subcontractor/supplier shall compile a testing report to present to RTI for review/approval

Implementation Phase:

- consultant/subcontractor/supplier shall implement the newly redesigned technology solution in a location accessible by all RTI projects
- consultant/subcontractor/supplier shall work with RTI team to develop supporting documents for RTI individual project implementation
- consultant/subcontractor/supplier shall be available for full project implementation support

Training Phase:

- consultant/subcontractor/supplier shall provide training in accordance with approved training plan provided in the kickoff

Project Handoff/Closure:

- consultant/subcontractor/supplier shall provide RTI with all documentation in accordance with the approved project plan
- consultant/subcontractor/supplier shall present project closure report to RTI for review and approval
- consultant/subcontractor/supplier shall complete the project requirements checklist showing that all project tasks have been completed
- consultant/subcontractor/supplier shall provide support plan for using technology solution after contract completion
6. Schedule/Milestones/Deliverables

The below list consists of the initial milestones identified for the Data Management System project. The supplier should provide estimated dates for those key entry points without dates (below) in their submission back to RTI.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP/SOW Release</td>
<td>March 24, 2017</td>
</tr>
<tr>
<td>consultant/subcontractor/supplier Proposal Review</td>
<td>10-14 April 2017</td>
</tr>
<tr>
<td>consultant/subcontractor/supplier Selection</td>
<td>On or around 14 April 2017</td>
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<tr>
<td>Period of Performance Begins</td>
<td>17 April 2017</td>
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<tr>
<td>Project Plan Review</td>
<td></td>
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<tr>
<td>Design Phase Plans Review</td>
<td></td>
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<tr>
<td>Build and Testing Complete</td>
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<tr>
<td>Implementation Complete</td>
<td></td>
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<tr>
<td>Training Complete</td>
<td></td>
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<tr>
<td>Project Completion Review</td>
<td></td>
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<tr>
<td>Project Closure/Complete</td>
<td>30 September 2017</td>
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</table>

7. Acceptance Criteria

For the Data Management System Project, the acceptance of all deliverables will reside with RTI’s core team of M&E experts to ensure the completeness of each stage of the project and that the scope of work has been met. Once a project phase is completed and the consultant/subcontractor/supplier provides their report/presentation for review and approval, the head of the M&E team will either sign off on the approval for the next phase to begin, or reply to the consultant/subcontractor/supplier, in writing, advising what tasks must still be accomplished.

Once all project tasks have been completed, the project will enter the handoff/closure stage. During this stage of the project, the consultant/subcontractor/supplier will provide their project closure report and project task checklist to the M&E team. The acceptance of this documentation by the M&E team will acknowledge acceptance of all project deliverables and that the consultant/subcontractor/supplier has met all assigned tasks.
Any discrepancies involving completion of project tasks or disagreement between RTI and the chosen consultant/subcontractor/supplier will be referred to both organizations’ contracting offices for review and discussion.

8. Other Requirements

**Nondisclosure Agreement:**
Consultant/Subcontractor/Supplier shall agree to sign nondisclosure agreement.

**Product expectations:**
- Technology solution that is compatible with current RTI technology setup in the field. Project teams use many different programs to help them collect, store, and analyze their data (Tangerine, Prodigy, MS Access, Excel, Word, etc.). The solution needs to incorporate these current strategies as much as possible to avoid creating large amounts of additional work for field M&E teams.
- Ability for RTI to use the supplier’s solution extends beyond the project termination date.
- Product is fully functional and does not pose any security risks to RTI.

**Service expectations:**
- Timely response from potential supplier to all RTI requests. Specific timelines for the various requests should be documented in proposal.
- Customer-service oriented and proactive approach to problem-solving.

**Access and Security:**
Project M&E data will need to be secure and only accessed by authorized users. The access, data validation, and security details will be documented and finalized during the Information Gathering meeting through user stories and requirements gathering.

**Expected qualifications:**
Experience with education datasets is preferred. Our research identified that programming for performing M&E indicator calculations requires some understanding of common education data collected.
9. Pricing

Please see attached Excel file “RTI International Pricing Template.xlsx” for submission of all pricing information. Additional Tasks and information can be provided.

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 East Cornwallis Road  
   Research Triangle Park, NC 27709  
   United States

   (insert full address of the office)

   who has a purchase requirement in support of a project funded by  
   RTI Strategic Investment Funds

   (insert client's name)

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

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

   (a) The solicitation number:

   (b) The date and time submitted:

   (c) The name, address, and telephone number of the seller (bidder) and authorized signature of same:

   (d) Validity period of Quote:
(e) A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary.

(f) If RTI informs Seller that the Commodity is intended for export and the Commodity is not classified for export under Export Classification Control Number (ECCN) “EAR99” of the U.S. Department of Commerce Export Administration Regulations (EAR), then Seller must provide RTI the correct ECCN and the name of Seller’s representative responsible for Trade Compliance who can confirm the export classification.

(g) Lead Time Availability of the Commodity/Service.

(h) Terms of warranty describing what and how the warranties will be serviced.

(i) Special pricing instructions: Price and any discount terms or special requirements or terms (special note: pricing must include guaranteed firm fixed prices for items requested).

(j) Payment address or instructions (if different from mailing address)

(k) Acknowledgment of solicitation amendments (if any)

(l) Past performance information, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including points of contact with telephone numbers, and other relevant information)

(m) **Special Note:** The Seller, by his response to this RFQ/RFP and accompanying signatures, confirms that the terms and conditions associated with this RFQ/RFP document have been agreed to and all of its attachments have been carefully read and understood and all related questions answered.

4. **Forms:** Sellers (potential bidders or suppliers) must record their pricing utilizing the format found on Attachment “A”. Sellers must sign the single hardcopy submitted and send to address listed on the cover page of this RFQ/RFP.

5. **Questions Concerning the Procurement.** All questions in regards to this RFQ/RFP to be directed to

   Keely Alexander

   (insert name of procurement officer)

   at this email address:

   kalexander@rti.org; Skype – keely.alexander

   (insert email address of the procurement officer).

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

   3 April 2017

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 on 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) All relevant product/service documentation as pertaining to this assignment (manuals, reports, warranty doc, certificate of analysis, etc.)

8. Payment Terms: Refer to RTI purchase order terms and conditions found in www.rti.org/poterms, http://www.rti.org/POterms, 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) PROPOSED COST of SERVICES. Proposals will be evaluated based on the information submitted in the Excel file as the budget estimate to deliver the technology solution, and how closely the information in the budget estimate addresses all needs outlined in the “Statement of Work” of this RFP. The Proposal with the lowest cost that addresses all tasks required will receive the highest rating for this criteria; other Proposals will receive points in inverse proportion to the lowest bid.

(b) DELIVERY. Proposed Project Schedule: proposals will be evaluated based on the information submitted in response to the “Schedule/Milestones/Deliverables” in “Statement of Work” of this RFP.

(c) TECHNICAL. Project Approach and Understanding: Proposals will be evaluated based on information as provided in response to “Statement of Work” of the RFP.
(d) **PAST PERFORMANCE** - Seller can demonstrate capability and resources to provide the services requested in this solicitation and based on the relevant M&E and international education experience as outlined in the “Statement of Work” of this RFP.

(e) **PROJECT TEAM QUALIFICATIONS:** Proposals will be evaluated based on relevant experience and backgrounds including resumes of key staff and as submitted in response to the “Statement of Work” of the RFP.

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 throughout the period of assignment.

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.

**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: ________________________________