

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

Commodity/Service Required:	Consultant
Type of Procurement:	Service
Type of Contract:	Not-to-exceed (NTE) ceiling price
Term of Contract:	Estimated November 2018, approximately 5 days level of effort (LOE)
Contract Funding:	Google grant no. 399686
This Procurement supports:	Google Tangerine
Submit Proposal to:	Carmen Strigel, <a href="mailto:cstrigel@rti.org">cstrigel@rti.org</a>
Date of Issue of RFP:	November 6, 2018
Date Questions from Supplier Due:	none
Date Proposal Due:	November 12, 2018
Approximate Date Purchase Order Issued to Successful Bidder(s):	<b>Estimated November 2018</b>

<b>Method of Submittal:</b>	
Electronic submissions emailed to Carmen Strigel, <a href="mailto:cstrigel@rti.org">cstrigel@rti.org</a>	
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 <b>days</b> from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP/RFQ.	
Solicitation Number:	Google-0001_Nov2018

### 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 forth at: <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

### Commodity Specifications or Statement of Work

#### Statement of Work

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

##### Description of Activity/Service:

RTI International is seeking an expert consultant to support the refinement of an existing real-time data dashboard using the community edition of the Elastic Stack from Elastic company. Specifically, Elasticsearch, Logstash, and Kibana. This dashboard is used by the Kenya Tusome project and the Ministry of Education to monitor aggregate educational indicators from data collected throughout the country.

##### Product or Service Expectations (both if applicable):

###### Scope of Work:

The consultant will work with project and home-office staff to accomplish the following tasks:

1. Supporting performance optimization – This dashboard will be deployed in low-resource environments and further performance optimizations, especially regarding dashboard load times, are necessary to ensure maximum usability of the platform. The consultant will advise the project team on options to decrease load times for the dashboard visualizations in Internet-constraint environments like Kenya.
2. Data Aggregation – Within the context of the dashboard, there are some visualizations in which data needs to be aggregated at multiple levels within the same visualization for reporting efficiency. The consultant will work with the team to advise and develop the appropriate visualizations.
3. Index Cross-References – There are multiple cases within the streaming data set that id-references to other indexes. The consultant will work with the team to determine the most appropriate approach to conducting the cross-references and support their implementation.
4. Multi-index aggregations – There is a project requirement to present percentage of completeness for data collected within an aggregate location. The master list of locations is contained within a separate index and calculations need to be presented against data contained in that index. The consultant will work with the project team to identify the most appropriate and efficient approach to calculating the metric and displaying it within the dashboard.
5. Mapping – The dashboard will include GIS visualizations that allows the user to zoom into specific events and to view specific metadata related to that event. The consultant will advise the team on how to implement such mapping.

##### Deliverables, Timelines, Special Terms and Conditions:

The consultant will work with project and home-office staff to achieve the tasks outlined above. The estimated timeframe for this activity is November 2018.

Link to current Kenya Tusome dashboard:  
<http://qa.tools.tusome.tangerinecentral.org/dashboard/index.html>

Link to old Kenya Tusome dashboard: [http://tools.tusome.tangerinecentral.org/\\_csv/report/group-national\\_tablet\\_program/00b0a09a-2a9f-baca-2acb-c6264d4247cb,c835fc38-de99-d064-59d3-e772ccefcf7d/2018/10/dCV8M4xv.html#tutor](http://tools.tusome.tangerinecentral.org/_csv/report/group-national_tablet_program/00b0a09a-2a9f-baca-2acb-c6264d4247cb,c835fc38-de99-d064-59d3-e772ccefcf7d/2018/10/dCV8M4xv.html#tutor)

### Pricing

Item #	Total Expected Level of Effort (days)	Description of Preferred Commodity or Services Specifications	Unit of Measure	Daily Rate (USD)	Total Estimated Price (USD)
1	Up to 5	Labor days to support above scope of work	Day		
<b>Total Value</b>					

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 International 3040 E. Cornwallis Road Durham, NC 27709
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*(insert full address of the office)*

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

Google
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*(insert client's name)*

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

3. **Proposal Requirements.** All consultants will submit a quote/proposal which contains offers for all items and options included in this RFQ/RFP. All information presented in the consultants quote/proposal will be considered during RTI's evaluation. Failure to submit the information required in this RFQ/RFP may result in consultant's offer being deemed non-responsive. Consultants 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 Consultant'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 consultant (bidder) and authorized signature of same:
  - (d) Validity period of Quote:

- (e) A cover letter describing technical expertise and experience to complete the proposed scope of work. This may include product literature, citations, or other documents, if necessary.
- (f) Recent CV/resume.
- (g) Completed and signed USAID form 1420-17 (biodata form), blank form attached to this



**AID-1420-17-2.doc**

RFP.

- (h) Specific period of availability for the consultancy, within the timeframe of January 2019 – May 2019.
  - (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 Consultant, by his/her 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:** Consultant (potential bidders or suppliers) must record their pricing utilizing the format found on Attachment “A”. Consultants must sign the electronic copy submitted and send to the email address listed on the cover page of this RFQ/RFP.
5. **Questions Concerning the Procurement.** All questions in regard to this RFQ/RFP to be directed to

Carmen Strigel

*(insert name of procurement officer)*

at this email address:

cstrigel@rti.org

*(insert email address of the procurement officer).*

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

N/A

6. **Notifications and Deliveries:** Time is of the essence for this procurement. Consultant 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 Consultant 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 consultant.

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 [www.rti.org/poterm](http://www.rti.org/poterm), <http://www.rti.org/POterms>, [http://www.rti.org/files/PO\\_FAR\\_Clauses.pdf](http://www.rti.org/files/PO_FAR_Clauses.pdf), or [http://www.rti.org/files/PO\\_FAR\\_Clauses\\_Commercial\\_Items.pdf](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:** Consultants 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 Consultant (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 Consultant 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 conduct an oral interview with short-listed candidates. RTI reserves the right to conduct discussions if later determined by the RTI Procurement Officer to be necessary.

The evaluation factors will be comprised of the following criteria:

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

All submissions will be evaluated, and a short-list will be determined based on criteria (a) – (d) above. The short-listed candidates will be contacted for an oral interview, and final selection of the consultancy will be made following the interviews.

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 Consultant in the preparation and submission of a proposal or amendments to a proposal. Your proposal shall be considered valid for 90 days after submission.
14. **Representations and Certifications.** Winning suppliers under a US Federal Contract are required to complete and sign as part of your offer RTI Representations and Certifications for values over \$10,000.
15. **Anti- Kick Back Act of 1986.** Anti-Kickback Act of 1986 as referenced in FAR 52.203-7 is hereby incorporated into this Request for Proposal as a condition of acceptance. If you have reasonable grounds to believe that a violation, as described in Paragraph (b) of FAR 52.203-7 may have occurred, you should report this suspected violation to the RTI's Ethics Hotline at 1-877-212-7220 or by sending an e-mail to [ethics@rti.org](mailto:ethics@rti.org). You may report a suspected violation anonymously.

**Acceptance:**

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

By: *(Consultant Name)*

Signature: \_\_\_\_\_

Title:

Date: