Request for Quote/Proposal (RFQ/RFP)

<table>
<thead>
<tr>
<th>Commodity/Service Required:</th>
<th>Consultant</th>
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<tbody>
<tr>
<td>Type of Procurement:</td>
<td>Service</td>
</tr>
<tr>
<td>Type of Contract:</td>
<td>Not-to-exceed (NTE) ceiling price</td>
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<tr>
<td>Term of Contract:</td>
<td>Estimated February 2019 – April 2019, approximately 60 days level of effort (LOE)</td>
</tr>
<tr>
<td>Contract Funding:</td>
<td>AID-612-TO-15-00001</td>
</tr>
<tr>
<td>This Procurement supports:</td>
<td>MERIT: The Malawi Early Grade Reading Improvement Activity</td>
</tr>
<tr>
<td>Submit Proposal to:</td>
<td>Lauren Edwards, <a href="mailto:laedwards@rti.org">laedwards@rti.org</a></td>
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<tr>
<td>Date of Issue of RFP:</td>
<td>October 31, 2018</td>
</tr>
<tr>
<td>Date Questions from Supplier Due:</td>
<td>November 14, 2018</td>
</tr>
<tr>
<td>Date Proposal Due:</td>
<td>Open until filled</td>
</tr>
<tr>
<td>Approximate Date Purchase Order Issued to Successful Bidder(s):</td>
<td>Estimated January 2019</td>
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**Method of Submittal:**

Electronic submissions emailed to MERIT Project Coordinator, Lauren Edwards, laedwards@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:** MERIT-0001

**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/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:

The Malawi Early Grade Improvement Activity (MERIT) is a five-year, United States Agency for International Development (USAID) Activity designed to assist the Government of Malawi’s efforts to improve reading skills of Malawian students in Standards 1-4 nationwide. MERIT’s goals include 1) improved reading instruction for primary grade reading outcomes in Standards 1-4; 2) increased parental and community engagement in supporting student reading; 3) safer learning environments for reading created; 4) pathways for sustainability instituted; and 5) CDCS priority of integration advanced.

The consultant’s principal place of performance will be in the MERIT project office at the Malawi Institute of Education (MIE) in Domasi/Zomba.

Product or Service Expectations (both if applicable):

Scope of Work:

The Short-Term Technical Assistance (STTA) for Supplementary Reader Development is primarily responsible for leading a small team of language specialists and writers from MIE/SEGREM in the development of supplementary reading materials for learners of Standard 1 Chichewa and Standard 2 English. S/he will help build necessary capacity and support the design of high-quality, grade-appropriate texts that will give learners more opportunities to read in and out of school. The texts will follow the grapheme sequence in the Std 1 Chichewa and Std 2 English learner books and contain elements of high-quality children’s literature including but not limited to plot and humor. Titles will meet the criteria of various genres of children’s literature including poetry, fantasy and folklore, biography, realistic fiction and informational text. The STTA will guide a team of illustrators to ensure illustrations provide text support, are appealing to young readers, and are age and/or grade appropriate.

Specific activities include:

- Develop an agreed upon timeline with Strengthening Early Grade Reading project in Malawi (SEGREM) and Malawi Institute of Education (MIE) for all phases of book development including orientation of writers, text development and revision, editing, production, approvals, Print Ready Copy (PRC) delivery, and review of printers’ proofs. The consultant will provide on-site, direct support, supervision and guidance to the printer to assure printing accuracy.
- Facilitate writing workshop for writers on the development of 32 titles of supplementary readers
- Review and comment on drafts of materials produced
- Support the illustrators and MIE design/editing team to produce error-free PRCs
Deliverables, Timelines, Special Terms and Conditions:

The consultant will be responsible for providing technical oversight, support to review task objectives, content review, as well as coordination with MERIT management (Chief of Party/Deputy Chief of Party) to support the language specialists to plan and deliver the outputs in line with agreed timelines and delivery dates.

1. Develop supplementary reading materials development workshop agenda and materials
2. Facilitate supplementary reading materials development workshop
3. Provide comments on draft materials
4. Support editors in the finalization of materials for print
5. Consultant and STTA reports: Submitted to RTI 10 days after the end of assignment.
6. Invoices: Invoices for labor and travel expenses are due to RTI Project Coordinator monthly (last day of each month). Some lodging will be paid for by RTI in country. Consultant is responsible for meals and will be reimbursed based on the DSSR schedule for Malawi.

### Pricing

<table>
<thead>
<tr>
<th>Item #</th>
<th>Total Expected Level of Effort (days)</th>
<th>Description of Preferred Commodity or Services Specifications</th>
<th>Unit of Measure</th>
<th>Daily Rate (USD)</th>
<th>Total Estimated Price (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Up to 60</td>
<td>Labor days to support above scope of work</td>
<td>Day</td>
<td></td>
<td></td>
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</tbody>
</table>

**Total Value**

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

   *(insert full address of the office)*

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

   USAID

   *(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 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

   Lauren Edwards
   
   (insert name of procurement officer)

   at this email address:

   Laedwards@rti.org
   
   (insert email address of the procurement officer).

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

   November 14, 2018

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/poterns, 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**: 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. 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: ________________________________