

## Request for Proposal (RFP) – Nepal EGRP-RFP-FY20-P008 (re-issued)

Service Required:	Integration of Education Profile Template into Integrated Education Management Information System (IEMIS)
Type of Procurement:	One Time Purchase Order
Type of Contract:	Firm Fixed Price
Term of Contract:	April 10 to May 29, 2020
Contract Funding:	AID-367-TO-15-00002
This Procurement supports:	USAID's Early Grade Reading Program (EGRP)
Submit Proposal to:	The Selection Committee RTI- USAID Early Grade Reading Program House no. 46/64, Uttar Dhoka, Lazimpat, Kathmandu, Nepal
Date of Issue of RFP:	Wednesday, March 18, 2020
Date Questions from Supplier Due:	Monday, March 23, 2020 2:00 PM Nepal Standard Time at <a href="mailto:procurement@np-egrp.rti.org">procurement@np-egrp.rti.org</a> Note: Question and answer will be posted on RTI Website
Pre-submission conference on RFP	Tuesday, March 24, 2020, 10:00 to 11:00 AM Nepal Standard Time (NST) at EGRP conference room
<b>Date Proposal Due:</b>	<b>11:00 AM NST, Tuesday, April 07, 2020</b>
Approximate Date Purchase Order Issued to Successful Bidder(s):	Friday, April 10, 2020
<b>Method of Submittal:</b>	
Hard Copy of proposal along with the soft copies in a CD or pen drive.	
<p>Proposal documents should be submitted in a closed envelope with <b>wax seal (laahchhap)</b> and clearly marked with the solicitation number to the following address:</p> <p>The Selection Committee RTI-USAID Early Grade Reading Program House no. 46/64, Uttar Dhoka, Lazimpat, Kathmandu, Nepal</p> <p>Bidder's Quote must be printed on organization's letterhead, signed, stamped, dated and must include all items and/or services. Also each and every page of the proposal documents needs to be signed and stamped by the authorized person in order to be considered for evaluation.</p>	

The bidder will submit one technical proposal and one cost proposal in response to this RFP, and a separate envelope containing all necessary documents specified under the "Eligibility Requirements". Each envelope should be **clearly marked** with ‘**Technical Proposal**’, ‘**Cost Proposal**’ and ‘**Eligibility Requirements**’ as per its content and then put together in a larger envelope clearly marked with “Nepal EGRP-RFP-FY20-P008 (re-issued)” Proposal for “**Integration of Education Profile Template into Integrated Education Management Information System (IEMIS)**”.

*List of inner envelopes*

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| <p>Envelop 1:- Eligibility Requirements (legal documents, audit report, tax clearance, organization profile and signed RFP document, as specified in attachment “A” )</p> <p>Envelop 2:- Technical Proposal (including soft copy)</p> <p>Envelop 3:- Cost proposal (detail budget and budget narrative)</p> |
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The technical proposal should contain the detailed breakdown of activities. The bidders are requested to submit all the information in prescribed order and with documentary evidence so that the evaluation committee can fairly evaluate all the proposals without any missing information. [please see attachment B for selection criteria]

The Bidder 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.

Solicitation Number:

Nepal EGRP-RFP-FY20-P008 (re-issued)

**Attachments to RFP:**

1. Attachment “A” – Service Specifications
2. Attachment “B” – Instructions to Bidders
3. Annex 1 – Budget Narrative Template
4. 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 are responsible to carefully review each attachment and follow any instructions that may be relevant to this procurement.

## **Attachment A**

### **Service Specifications or Statement of Work**

#### **Integration of Education Profile Template into Integrated Education Management Information System (IEMIS)**

### **1. Background**

The Early Grade Reading Program (EGRP) is a five-year project (2015-2020) funded by the United States Agency for International Development (USAID) Nepal to assist the Government of Nepal's (GON's)/Ministry of Education, Science and Technology (MOEST) to improve reading skills of all community school students of 16 EGRP districts in grades 1 to 3. It primarily supports the Nepal's government National Early Grade Reading Program (NEGRP) implementation for improving reading outcomes of early grade students in Nepali, as well as three mother tongues (i.e. *Tharu, Maithali and Awadi*). The objectives of the program are to improve early grade reading instruction, improve national and district early grade reading service delivery, and increase family and community support for early grade reading.

EGRP consists of three major intermediate results (IR) that are (i) IR 1: Improved early grade reading instruction, (ii) IR 2: improved national and district early reading service delivery and (iii) Increased family and community support for early grade reading. Among these intermediate results, IR2 consists of four sub intermediate results namely, (i) Sub IR 2.1: Early grade reading (EGR) data collection and analysis systems improved, (ii) Sub IR 2.2 : Policies, standards and benchmarks that support improved early grade reading instruction institutionalized, (iii) Sub IR 2.3: Planning and management of financial, and human resources devoted to early grade reading improved and (iv) National standards for early grade reading improvement adopted and geographically expanded.

Since March, 2015, with a view to achieving the IR 2 intermediate results EGRP has been working with Ministry of Education, Science and Technology (MOEST), Centre for Human Resource and Education Development (CEHRD), Curriculum Development Centre (CDC) and Education Review Office (ERO).

### **2. Rationale**

Since 2015 March, EGRP has been working with EMIS section of the Centre for Human Resource and Education Development – CEHRD (previously Department of Education-DOE) to achieve the expected result Sub IR 2.1: Early grade reading data collection and analysis systems improved, the major activities completed under this sub component working with CEHRD are the following:

- (a) In the program 2016, EGRP provided technical support to EMIS section to review the IEMIS data and found that there is lack of data related to early grade reading. Regarding this, EGRP continued its technical support to the EMIS section and completed the incorporation of the early grade reading data section to capture data on language of instruction, teacher assignment by grade and subject and students' mother tongues in early grades in June, 2017. At present, EMIS section has been collecting and analyzing these data which are valuable to

education policy making, planning and decision purposes for early grade reading program at national level.

- (b) After incorporation of EGR related data in the IEMIS, EGRP provided technical support to the EMIS section to conduct 2-day orientation on the updated IEMIS electronic instrument and data collection procedures. The main contents of the orientation were the types of EGR data incorporated in IEMIS, collection procedures, data quality assurance, data utilization and uploading the IEMIS excel data file in CEHRD's main server

This orientation was conducted in five regional hubs (Dhangadhi, Nepalgunj, Ithari, Pokhara and Rupandehi) for the education personnel of Education Development and Coordination Section (previously called District Education Office) and oriented approx. 230 education personnel about the updated IEMIS. This enable the education personnel to collect the EGR related data properly from school using updated IEMIS electronic instrument and upload to CEHRD's main software system. The IEMIS trained education officers are the IEMIS resource persons at district and local education section of Palika to provide technical support to EDCU and schools as required for IEMIS data management and analysis.

- (c) In the program year 2018, EGRP worked closely with EMIS section to design the education profile based on the IEMIS data in the federal structure of Nepal to facilitate urban and rural municipality and metropolitan cities (hereafter called Palika) to prepare education profile for education policy making, planning, decision making and monitoring purposes. Through the series of consultations and working meetings with the team of EMIS section, the education profile template consisting of education system indicators has been developed to prepare education profile by Palika.
- (d) In the school year 2018/2019, CEHRD rolled out the updated IEMIS electronic instrument to collect school data that include the data of students and teachers' communicating languages. IEMIS trained education officers facilitated the data collection process in 16 EGRP districts and helped education officers and head teachers to upload the IEMIS electronic instrument to CEHRD's server in the academic year 2018/019. EGRP provided technical support to EMIS section to prepare language report based on the EGR data collected from 145 Palikas of 16 EGRP districts.
- (e) In continuation to provide technical support to EMIS section/CEHRD to achieve the result expected by the Sub IR 2.1: Early grade reading (EGR) data collection and analysis systems improved, the AWP 2019/2020 has included the activity: 2.1.1.1 update/prepare education profiles based on IEMIS data and activity 2.1.1.2 support EDCUs and LEUs to strengthen local education units to utilize IEMIS data, as part of education profile, in education management at local level.
- (f) The Palikas of 16 EGRP districts have been conducting 3-day workshop on strengthening education section to implement NEGRP at local level and streamline NEGRP strategies into local level policy and planning. The workshop will orient the elected persons and educational personnel of Palika about the utilization of IEMIS data and preparation of education profile.

The education profile will have two major parts. The first part will contain the key education system indicators generated from IEMIS and the second part will include the information about

the policy, guidelines, program, local institutions working in education sector etc. at local context. Each Palika will decide what types of information should be included in the second part to make the education profile useful for education policy, planning and decision making purposes. As the first part of the education profile is based on IEMIS data, there is need of developing programming codes as software integrating with existing IEMIS web system to generate education system indicators by each Palika while preparing education profile. To sustain the process of preparing and updating education profile by each Palika, there is need of incorporating education profile template in web based IEMIS of CEHRD. The education profile template will contain the system indicators based on IEMIS data as system indicators. With a view to carrying out this task, this ToR has been prepared to contract an organization to provide technical support to EMIS section/CEHRD.

### **3. Purpose and Objectives**

#### **3.1 Purpose**

The main purpose of the technical services expected from the winning bidder is to incorporate education profile consisting of key education system indicators into web based IEMIS of CEHRD to institutionalize the education profile preparation and generating its template with education indicators by Palika to develop their policy and plan.

#### **3.2 Objectives**

The specific objectives of the technical services of the winning bidder are:

- 3.2.1 To review educational data IEMIS data for 2019/2020 available on web based IEMIS and other secondary data sources for developing education system indicators needed for education profile,
- 3.2.2 To design education profile template incorporating key education system indicators that will guide Palika for developing education policy, strategy and plan,
- 3.2.3 To incorporate education profile template consisting of key education system indicators based on IEMIS data into the existing web based IEMIS to which will be accessible to all Palikas for generating education profile template while preparing and updating their education profile, and
- 3.2.4 To generate the education profile, namely rural municipality, municipality, sub-metropolitan municipality and metropolitan municipality of EGRP districts and metropolitan city of any one district as demonstrating examples.

### **4. Scope of Work**

To achieve above purpose and specific objectives, the winning bidder will perform the following activities with IEMIS section of CEHRD in coordination with EGRP:

- 4.1 Review the existing IEMIS data of the school year 2019/2020 and collect the secondary data from Central Bureau of Statistics (CBS) and other sources and analyze these data to

develop system and program based educational indicators to incorporate into education profile.

- 4.2 Draft the education system indicators based on the IEMIS data and the data collected from different sources to include in the education profile.
- 4.3 Finalize education profile template and key education system indicators to include in the education profile working with the teams of IEMIS section/CEHRD and EGRP,
- 4.4 Use programming language to auto generate education profile template consisting of education system indicators and their figures from the IEMIS web based system.
- 4.5 Generate education profile as for example of four different types of Palikas, namely rural municipality, municipality and sub-metropolitan municipality of EGRP supported districts and metropolitan city of any one district from the IEMIS web based system.

## 5. Methodology

The methodology proposed to provide the technical services to the EMIS section/CEHRD by the bidder to produce the expected deliverables based on the purpose and objectives specified above will be as follows and subject to accept other relevant methodological procedures as well from the bidder to perform the tasks effectively:

- 5.1 **Review of the IEMIS data:** IEMIS data of the academic year 2019/020 (B. S. 2075/2076) are the main sources of data for developing education indicators that are required for preparing education profile by Palika. Thus, the winning bidder working with IEMIS section/CEHRD and EGRP technical team will review the IEMIS data with a view to developing key education system indicators.
- 5.2 **Collection, review and utilization of secondary data:** The data published by the Central Bureau of Statistics (CBS) and other organizations are the secondary sources of data that are required to develop education indicators, Regarding this, the winning bidder will collect the secondary data from these sources, analyze and utilize these data for developing education system indicators required for preparing education profile.
- 5.3 **Data Analysis:** The winning bidder will analyze all the data collected from different sources and will develop education indicators and finalize education profile template incorporating the relevant indicators.
- 5.4 **Consultation, working meeting and workshop**
  - (i) EGRP will coordinate with MOEST, EMIS section/CEHRD and other central line agencies (CLAs) as necessary while providing technical services by the winning bidder to EMIS section/CEHRD.
  - (ii) EGRP will organize meeting as necessary (weekly/biweekly) with EMIS section/CEHRD and the winning bidder while providing technical support to EMIS Section/CEHRD in the process of finalization of education indicators, education profile template and its incorporation into the web based IEMIS system.
  - (iii) EGRP will provide support to the winning bidder to organize meeting and workshop with MOEST, CEHRD and CLAs as required in coordination with EMIS section/CEHRD for performing the activities specified in SoW effectively.

- (iv) In consultation with EMIS section/ CEHRD, EGRP will organize, as necessary the working meeting and workshop in the process of finalization of education system indicators, education profile template and combining education profile template into web based IEMIS system.

## 6. Human Resources

The bidder for this technical services should have the qualified and experienced human resources as mentioned below:

SN	Type of human resources	Academic qualification	Relevant experience
1.	Team leader	Master degree in education, social science or any discipline	At least 5 years of experience in IEMIS data management, analysis, report preparation of EMIS data and utilization for education planning  Experience in working with any ministry in data management, analysis, reporting and utilization and preference of working in education sector  Experience in planning and conduction of orientation and training for education personnel and other stakeholders in school data management, analysis and utilization
2.	Programmer	Bachelor degree and preferable Master Degree	At least 3 years of experience in computer program design on data management or data of any other sector
3.	Data manager	Bachelor degree and preferable Master Degree	Experience in data entry, data analysis, research study and report preparation

## 7. Performance Period

The period of performance will be from **April 10 to May 29, 2020** to complete the technical service for producing the deliverables.

## 8. Financial Proposal

The bidder has to submit the proposal with the total price to provide technical support to EMIS section/CEHRD in line with purpose, objectives, deliverables, total working days and human resources. The bidder needs to include transportation cost in the price proposal required to perform



the tasks specified in the SOW.

## 9. Workshop

EGRP will organize working meeting and workshop on developing education system indicators and education profile template working with EMIS section/CEHRD. EGRP will bear the cost of such meeting and workshop organized for this purpose.

## 10. Timeframe

The timeframe of the assignment will be as below:

SN	Key Tasks	Deadline
1.	Signing of the contract	April 10, 2020
2.	Meeting with the team of the winning bidder, team of Statistics Section of CEHRD/MOEST and EGRP technical team.	April 14, 2020
3.	Collection of secondary data from Central Bureau of Statistics and other sources	April 19, 2020
4.	Analysis of IEMIS data of the school year 2076/2077 and secondary data collected from other sources.	April 26, 2020
5.	Developing education system indicators based on the IEMIS data and secondary data collected from different sources	May 06, 2020
6.	Submission of the education profile template incorporating education system indicators to EGRP, review and finalization conducting joint meeting of EMIS section/CEHRD and EGRP technical team	May 12, 2020
7.	Developing programing codes as required for generating education profile template with education system indicators	May 18, 2020
8.	Integration of the Education Profile template consisting of education system indicators and developing programming codes as required to integrate into the web based IEMIS system.	May 25, 2020
9.	Preparation and submission of the technical service completion report and sharing with the EMIS section team and EGRP technical team	May 29, 2020

## 11. Deliverables

The deliverables will be as below:

SN	Deliverables	Deadline
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1.	Development of education system indicators required for education profile template	May 06, 2020
2.	Development of programming codes for the education profile template to integrate into the web based IEMIS system	May 18, 2020
3.	Integration of the education profile template consisting of education system indicators based on web based IEMIS system	May 25, 2020
4.	Preparation and submission of the technical services completion report and sharing with the EMIS section team and EGRP team	May 29, 2020

## 12. Payment Schedule

EGRP will pay the winning bidder on installment basis during the technical services for designing education profile template and programming codes to generate education profile from IEMIS/CEHRD. The payment schedule will be as follows:

Completion of Task	Installment (%)	Due date
<ul style="list-style-type: none"> <li>Submission of the draft education system indicators based on IEMIS data</li> <li>Finalization of education system indicators based on IEMIS data for developing education profile template</li> <li>Development of programming codes of education profile template consisting of education system indicator required for education profile</li> </ul>	40% of the total budget	May 18, 2020
<ul style="list-style-type: none"> <li>Integration of the education profile template into the web based IEMIS system of CEHRD</li> <li>Generating education profile template consisting of education system indicators for four different sample Palikas, namely rural municipality, municipality, sub metro municipality and metro municipality as example</li> <li>Submission of the final report on the completion technical services</li> </ul>	60% of the total budget	May 29, 2020

### Eligibility Requirement:

This RFP is applicable to bidders registered in Nepal. The bidders must submit the following documents for minimum eligibility. Only bidders meeting the minimum eligibility will be considered for technical and financial evaluation.

1. Organization registration certificate
2. A copy of PAN/VAT registration certificate
3. Latest tax clearance certificate (**B.S. 2075/76**)
4. Latest audit report of the firm/ company (**B.S. 2075/76**)
5. Organization profile
6. Signed copy of this RFP

### Pricing template

The cost proposal should include the detailed breakdown of each activity. All bidders are required to submit the budget narrative (Annex 1) along with the financial proposal to provide rationale for proposed quantities and unit rates. Please indicate VAT amount separately.

Item #	Activity	Quantity	Unit of Measure	Unit Fixed Price (Each)	Total Fixed Price (Each)	Lead Time Availability (Number of Days)
1						
2						
3						
<b>Total Value</b>						

**NOTE:** Please do not write the cost (price) in the above table. Bidder are required to develop a proper budget template that covers all the required cost for this study.

By signing this attachment, the bidder confirms s/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**

1. **Procurement Narrative Description:** The Buyer (RTI) intends to purchase services identified in Attachment A. The Buyer intends to purchase the 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 RFP, supplier understands that services indicated in the specifications (Attachment A) are an estimate only and RTI does not guarantee the purchase service of any item listed.

2. **Procuring Activity:** This procurement will be made by **Research Triangle Institute (RTI International)**, located at

<b>RTI- USAID Early Grade Reading Program House no. 46/64, Uttar Dhoka, Lazimpat, Kathmandu, Nepal</b>
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Who has a purchase requirement in support of a project funded by

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

3. **Proposal Requirements.** All bidders will submit a proposal which contains offers for all items and options included in this RFP. All information presented in the bidder’s proposal will be considered during RTI’s evaluation. Failure to submit the information required in this RFP may result in bidder’s offer being deemed non-responsive. Bidders are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach RTI’s office designated in the RFP by the time and date specified in the RFP. Any offer, modification, revision, or withdrawal of an offer received at the RTI office designated in the 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 bidder’s proposal shall include the following:
  - (a) The solicitation number: Nepal EGRP-RFP-FY20-P008 (re-issued)
  - (b) The date and time submitted:
  - (c) The name, address, and telephone number of the bidder and authorized signature of same:
  - (d) Validity period of Quote: 90 days.
  - (e) A technical description (understanding of assignment, implementation plan with timeline etc.) being offered are sufficient detail to evaluate compliance with the requirements in the solicitation.

- (f) Lead Time Availability of the Service.
  - (g) 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.
  - (h) Payment address or instructions (if different from mailing address)
  - (i) Acknowledgment of solicitation amendments (if any)
  - (j) 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)
  - (k) **Special Note:** The bidder, by his response to this RFP and accompanying signatures, confirms that the terms and conditions associated with this RFP document have been agreed to and all of its attachments have been carefully read and understood and all related questions answered.
4. **Forms:** Bidders (potential bidders or suppliers) must sign the single hardcopy submitted and send to address listed on the cover page of this RFP.
5. **Questions Concerning the Procurement.** All questions in regards to this RFP to be directed to
- The Selection Committee  
RTI-USAID EGRP
- at this email address:
- [procurement@np-egrp.rti.org](mailto:procurement@np-egrp.rti.org)
- The cut-off date for questions is
- Monday, March 23, 2020 2:00 PM Nepal Standard Time
6. **Notifications and Deliveries:** Time is of the essence for this procurement. Bidder 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 RFP. The Bidder 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 Bidder.
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 (manuals, warranty doc, certificate of analysis, etc.)
8. **Payment Terms:** Refer to RTI purchase order terms and conditions found in [www.rti.org/potermis](http://www.rti.org/potermis), <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. Bidders may propose alternative payment terms and they will be considered in the evaluation process.

9. **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.
10. **Evaluation and Award Process:** The RTI will award an agreement contract resulting from this solicitation to the responsible bidder whose offer conforms to the RFP will be most advantageous to RTI based on the technical and cost proposal. The award will be made to the bidder representing the **best value** to the project and to RTI. For the purpose of this 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 bidder. Therefore, the bidder’s initial offer should contain the 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 comprise of the following criteria:**

a) **PRICE - Maximum Weight – 30 Points**

Cost proposal will be evaluated on the basis of the most effective rates and completeness of price schedules in line with the technical proposal covering all activities outlined in the scope of work.

b) **PAST PERFORMANCE - Maximum Weight – 15 Points**

Proposals will be evaluated on their response to the information requested including how closely past experiences matches the proposed work to be performed as defined in the scope of work.

c) **TECHNICAL CONTENTS – Maximum Weight – 30 Points**

Proposals will be evaluated on how well the organization understands the assignment, proposes methodology to produce the deliverables and demonstrates technical strength and its ability/availability to conduct the activities and to communicate results within the specified timeline.

d) **QUALIFICATION AND EXPERIENCE OF PROPOSED PERSONNEL – Maximum Weight- 25 Points**

Proposals will be evaluated on suitability and level of expertise of the personnel selected to conduct the activities.

**Total weightage – 100 Points**



11. **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.
12. **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 Bidder in the preparation and submission of a proposal or amendments to a proposal. Your proposal shall be considered valid for 90 days after submission.
13. **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.
14. **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:**

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

By: *(Bidder Company Name)*

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

Title:

Date:

## **Annex -1**

### **Budget Narrative Template**

Project Title	Early Grade Reading Program (EGRP)
Name of Organization	
Address	
Period of Project	
Budget Currency	

Please describe rationale for unit costs proposed in the financial proposal.

### **Budget Topics**

1. **Personnel/Remuneration**
2. **Activity**
3. **Travel and Transportation**
4. **Operation/Administrative**

Note: Please feel free to add/change headings as per your financial proposal