



## Request for Proposal (RFP)

Commodity/Service Required:	Teaching and Learning materials production support
Type of Procurement:	Purchase Order (PO)
Type of Contract:	Cost Reimbursable
Term of Contract:	March 2023 – September 2023
Contract Funding:	USAID Senegal Mission
This Procurement supports:	USAID’s Renforcement de la Lecture Initiale Pour Tous (RELIT) Program in Senegal
Submit Proposal to:	Sarah Pouezevara ( <a href="mailto:spouez@rti.org">spouez@rti.org</a> ) and Lauren Edwards ( <a href="mailto:laedwards@rti.org">laedwards@rti.org</a> )
Date of Issue of RFP:	3/13/2023
Date Questions from Supplier Due:	3/20/2023
Date Proposal Due:	3/30/23
Approximate Date Purchase Order Issued to Successful Bidder(s):	On or about 4/10/23

**Method of Submittal:** Via email to [spouez@rti.org](mailto:spouez@rti.org) and [laedwards@rti.org](mailto:laedwards@rti.org)

Respond via e-mail with document attached.

- 1) **Proposal, including past performance examples** (MS Word / PDF format)
- 2) **Proposed pricing** (excel format)
- 3) **Information about the company**
- 4) **Certificate of Registration**

The Bidder/Seller agrees to hold the prices in its offer firm for **60 days** from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP/RFQ.

Solicitation Number: RELIT-HO-2023-001

### 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:  
<https://www.rti.org/sites/default/files/rti-purchase-order-terms-and-conditions-v1.16.pdf>,  
[http://www.rti.org/files/PO\\_FAR\\_Clauses.pdf](http://www.rti.org/files/PO_FAR_Clauses.pdf) or for commercial items:

**RTI International is a trade name of Research Triangle Institute. RTI and the RTI logo are U.S. registered trademarks of Research Triangle Institute.**



3040 Cornwallis Road ■ PO Box 12194 ■ Research Triangle Park, NC 27709-2194 ■ USA  
Telephone 919.541.6000 ■ Fax 919.541.5985 ■ [www.rti.org](http://www.rti.org)

[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.

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# 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:

##### **Background**

Renforcement de la Lecture Initiale pour Tous (RELIT) is Senegal's basic education reading improvement program supported by the United States Agency for International Development (USAID). This program is the continuation of the USAID-funded Lecture Pour Tous (All Children Reading) program (2016–2021), which achieved improved instruction and reading outcomes for children in Wolof, Serer, and Pulaar in seven regions: Diourbel, Fatick, Kaolack, Kaffrine, Louga, Matam and Saint-Louis. These achievements are now being sustained in those regions through a Government-to-Government (G2G) partnership with the Ministère de l'Éducation Nationale (MEN, National Ministry of Education) and a Cooperative Agreement with RTI International that will expand the program to additional regions—Tambacounda, Kedougou and a small number of pilot schools in Dakar—and languages.

RELIT implementing partners—RTI International, Save the Children and Associates in Research and Education for Development (ARED)—are working with the MEN to introduce materials and instructional methods for two new languages—Mandinka and Soninke in preschool, grade 1 and grade 2. RELIT also supports a comprehensive, national curriculum for French as a second language (FSL) from kindergarten through second grade that builds on the foundations of literacy introduced to children through their local languages.

##### **Description of Services requested**

RTI International is seeking quotes from reputable suppliers of instructional materials design and production. The selected supplier will provide capacity building services that support the development of print-ready teaching and learning materials such as teaching guides, student textbooks and workbooks (type of material depends on grade level).

-----*Version Francaise*-----

##### **Contexte**

Renforcement de la Lecture Initiale pour Tous (RELIT) est le programme d'amélioration de la lecture dans l'éducation de base au Sénégal soutenu par l'Agence américaine pour le développement international (USAID). Ce programme est la suite du programme Lecture Pour Tous (2016-2021) financé par l'USAID, qui a obtenu une amélioration de l'enseignement et des résultats en lecture pour les enfants en wolof, sérère et pulaar dans sept régions : Diourbel, Fatick, Kaolack, Kaffrine, Louga, Matam et Saint-Louis. Ces réalisations sont

maintenant soutenues dans ces régions grâce à un partenariat de gouvernement à gouvernement (G2G) avec le Ministère de l'Éducation Nationale (MEN) et un accord de coopération avec RTI International qui étendra le programme à d'autres régions - Tambacounda, Kedougou et un petit nombre d'écoles pilotes à Dakar - et à d'autres langues.

Les partenaires de mise en œuvre de RELIT - RTI International, Save the Children et Associates in Research and Education for Development (ARED) - travaillent avec le MEN pour introduire du matériel et des méthodes d'enseignement pour deux nouvelles langues - le mandingue et le soninké - au niveau du préscolaire, de la première et de la deuxième année d'études. RELIT soutient également un programme national complet d'enseignement du français langue seconde (FLS) de la maternelle à la deuxième année, qui s'appuie sur les fondements de l'alphabétisation présentés aux enfants dans leurs langues locales.

### **Description des services demandés**

RTI International sollicite des devis auprès de fournisseurs réputés pour la conception et la production de matériel pédagogique. Le fournisseur sélectionné fournira des services de renforcement des capacités qui soutiendront le développement de matériel d'enseignement et d'apprentissage prêt à être imprimé, tel que des guides d'enseignement, des manuels pour les élèves et des cahiers d'exercices (le type de matériel dépend du niveau scolaire).

### **PRODUCT OR SERVICE EXPECTATIONS (BOTH IF APPLICABLE):**

The Senegal RELIT project is seeking an organization experienced in developing pre-primary and elementary school teaching and learning materials to provide training for RELIT implementing partners in: (1) instructional design and (2) production processes for such materials. The training may be expanded to all national publishers in the future. The training would be delivered in several parts, in a “learning by doing” format, with practical exercises allowing Senegalese graphic designers to propose layouts that the offeror would review and provide feedback on. The offer should also propose template models that could be modified by the local designers. The training content will focus on instructional design choices (i.e., for readability, space, instructional effectiveness, engagement, inclusions [UDL] etc.), not on technical aspects of software use. It is expected that all participants and the offeror will work in InDesign and Microsoft word, however a review session to identify incidental knowledge gaps and willingness to troubleshoot in this area would be welcome. The training content will also provide guidance on best practices for working with content matter experts during content design, efficient editing, revisioning and work planning, and final print-ready file preparation.

It is anticipated that the first stage should be completed by April 30, and should result in the final document templates that local designers will use for Kindergarten, G1 and G2 curricular materials to be provided to schools by October 2023. The second stage may be an expansion to other Senegalese publishers.

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Le projet RELIT au Sénégal recherche une organisation expérimentée dans le développement de matériel d'enseignement et d'apprentissage pour les écoles pré-primaires et élémentaires afin de former les partenaires de mise en œuvre de RELIT à: (1) la conception pédagogique et (2) les processus de production de ce type de matériel. La formation pourrait être étendue à tous les

éditeurs nationaux à l'avenir. La formation serait dispensée en plusieurs parties, dans un format d'apprentissage par la pratique, avec des exercices pratiques permettant aux graphistes sénégalais de proposer des mises en page que l'initiateur examinerait et sur lesquelles il fournirait un retour d'information. L'offre devrait également proposer des modèles qui pourraient être modifiés par les graphistes locaux. Le contenu de la formation sera axé sur les choix en matière de conception pédagogique (c'est-à-dire la lisibilité, l'espace, l'efficacité pédagogique, l'engagement, les inclusions [UDL], etc. Il est prévu que tous les participants et l'offrant travaillent avec InDesign et Microsoft Word, mais une session de révision pour identifier les lacunes dans les connaissances et la volonté de dépanner dans ce domaine serait la bienvenue. Le contenu de la formation fournira également des conseils sur les meilleures pratiques pour travailler avec des experts en contenu pendant la conception du contenu, l'édition efficace, la révision et la planification du travail, ainsi que la préparation du fichier final prêt à être imprimé.

La première étape devrait être achevée d'ici le 30 avril et aboutir aux modèles de documents finaux que les concepteurs locaux utiliseront pour le matériel scolaire de maternelle, G1 et G2 qui sera fourni aux écoles d'ici octobre 2023. La deuxième étape pourrait être une extension à d'autres éditeurs sénégalais.

#### DELIVERABLES, TIMELINES, SPECIAL TERMS AND CONDITIONS:

The training must be available in French language; the offeror, if not Senegalese or French speaking must clearly demonstrate their plan for translation/interpretation.

All content templates will be provided as free and open source, although training materials may be branded and copyrighted by the offeror.

The training may be delivered entirely at a distance, or in blended format. The offeror will propose the most effective method.

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La formation doit être disponible en français ; l'offrant, s'il n'est pas sénégalais ou francophone, doit clairement démontrer son plan de traduction/interprétation.

Tous les modèles de contenu seront fournis en tant que source libre et gratuite, bien que le matériel de formation puisse être marqué et protégé par des droits d'auteur par l'offrant.

La formation peut être dispensée entièrement à distance ou dans un format mixte. L'offrant proposera la méthode la plus efficace.

## Pricing

Please use **Attachment C: Budget Template**.

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, or to make no award. 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 Research Triangle Park, North Carolina, 27709 USA
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*(insert full address of the office)*

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

The United States Agency for International Development (USAID)
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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 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: **RELIT-HO-2023-001**
  - (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: 60 days.

- (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. March 2023 to September 2023
  - (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 regard to this RFQ/RFP to be directed to

Sarah Pouezevara & Lauren Edwards

*(insert name of procurement officer)*

at this email address:

[spouez@rti.org](mailto:spouez@rti.org); [laedwards@rti.org](mailto:laedwards@rti.org)

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

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

March 20, 2023

6. **Notifications and Deliveries:** Time is of the essence for this procurement. Seller shall deliver



the items or services no later than the dates set forth in the contract that will be agreed by both parties as a result of this RFQ/RFP. The Seller shall immediately contact the Buyer's Procurement Officer if the specifications, availability, or the delivery schedule(s) changes. Exceptional delays will result in financial penalties being imposed of Seller.

7. **Documentation:** The following documents will be required for payment for each item:
  - (a) A detailed invoice listing Purchase Order Number, Bank information with wiring instructions (when applicable)
  - (b) Packing List
  - (c) All relevant product/service documentation (manuals, warranty doc, certificate of analysis, etc.)
8. **Payment Terms:** Refer to RTI purchase order terms and conditions found in <https://www.rti.org/sites/default/files/rti-purchase-order-terms-and-conditions-v1.16.pdf> , [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:** 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) **PRICE.** Lowest evaluated ceiling price (inclusive of option quantities) .
- (b) **DELIVERY.** Seller provides the most advantageous delivery 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.**

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12. **Award Notice.** A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful supplier within the time acceptance specified in the offer, shall result in a binding contract without further action by either party.
13. **Validity of Offer.** This RFP in no way obligates RTI to make an award, nor does it commit RTI to pay any costs incurred by the Seller in the preparation and submission of a proposal or amendments to a proposal. Your proposal shall be considered valid for 60 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.
16. **The John S. McCain National Defense Authorization Act for fiscal year 2019 - section 889.** RTI cannot use any equipment or services from specific companies, or their subsidiaries and affiliates, including Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, and Dahua Technology Company ("Covered Technology"). In response to this request for proposal, please do not provide a quote which includes any Covered Technology. Any quote which includes Covered Technology will be deemed non-responsive. Additionally, if the United States Government is the source of funds for this RFP, the resulting Supplier shall not provide any equipment, system, or service that uses Covered Technology as a substantial or essential component

**Acceptance:**

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

By: *(Seller Company Name)*

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

Title:

Date: