

Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	Gaming Software for Handheld Devices
Type of Procurement:	One Time
Type of Contract:	Fixed Price
Term of Contract:	7 months (with possible extension)
Submit Proposal to:	Lee Nordstrum lnordstrum@rti.org Mohamed Jallow mjallow@rti.org
Date of Issue of RFP:	January 30, 2018 Intial, Re-issued on March 14, 2018
Date Questions from Supplier Due:	February 7, 2018 Initial, New Date March 20, 2018
Date Proposal Due:	February 28, 2018 Initial, New Date March 28, 2018
Approximate Date Purchase Order Issued to Successful Bidder(s):	Approximately the first week of April
Withdrawal of Proposal	Suppliers may withdraw proposals by written notice (via email) at any time before award.

Method of Submittal:	
Respond via e-mail with attached document in .pdf format. Quote must have your company logo, signed, stamped and dated. The Bidder/Seller agrees to hold the prices in its offer firm for 6 months from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP/RFQ.	
Solicitation Number:	RFP - Integrated Platform FY18 – 01

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 for USG contracts and for commercial items: 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

Overview

This Statement of Work outlines a Request for Proposals for the development of a digital game for handheld devices (Android-compatible tablets) that will assess and measure conscientiousness (a set of skills including being hardworking and industrious, persistent, self-controlled, responsible to others, planful, orderly, and rule-abiding) among 15-year-olds attending school in urban and peri-urban locations in low and middle-income countries (Africa, the Middle East, and Southeast Asia). This game will be one in a battery of similar games that will measure other employability skills (other games have been developed previously).

RTI is most interested in a game developer that has already built a school, home or work simulation game that can be re-purposed as an employability assessment tool, as we believe this will afford efficiencies during the development cycle. We are willing to consider full development proposals.

Background and Statement of Need

RTI has seen a need to measure whether youth who are close to terminating their education (around age 15) are leaving schooling with a modicum of employability skills. While some of these skills are culturally-bound, it is also true that there are some universal skills that are both strongly associated with better performing employees and asserted by employers as important skills for the workplace globally. There is increasing recognition that these employability (or “soft skills” more generally) are important to routinely measure and assess in order to fully capture the extent to which education systems are adequately preparing young people with the skills necessary for participation in the workforce.

Though other tools have attempted to quantify employability skills and related behaviors, they are traditionally measured through questionnaires and self-reporting. Scientific literature surrounding employability skills, however, suggests that authentic assessments (such as simulations or games), in which individuals have to provide evidence of skills within a certain scenario and context, could provide more valid measures of the desired constructs.

As such, we are seeking firms interested in the development of a digital game module that can be used to assess certain facets of conscientiousness (for specific skills and definitions, see the “Game Concept Summary” section below). The game will employ “stealth assessment”. That is, the game will gather gameplay metrics that measure the selected employability skills by obtaining and tracking players’ actions and decisions taken within the game. Therefore, the way the game tracks user input and behavior, and how these metrics can be easily extracted by game administrators, will be a key design aspect for proposals to consider. While game will be first and foremost designed for

assessment (curricula independent), it should be both engaging and informative for assessment. However, RTI would like to leave open the possibility of using this game in the future for game-based learning within the context of an educational program.

Beneficiaries/Target Audience

The target audience for the game will be male and female youth (approximately 15 years old) in schools in low and middle-income countries. The target audience will likely be in-school youth in urban and peri-urban locations in developing countries. It is essential that gameplay must be intuitive and should follow common conventions for navigations, controls, and device usage, such that minimal additional learning is required to play. The game's complexity should not be such that it takes an average user in this context more than 10 minutes to learn the rules of gameplay.

Objectives

As stated above, the main objective of the game is to assess whether education systems are preparing young people for the transition from secondary school to the workplace. Therefore, the role of the game will be to determine the extent to which players exhibit evidence (via indicators and data taken during gameplay) of conscientiousness that the game will measure.

Game Concept Summary

The game is intended to provide a scenario in which young people can exhibit conscientiousness skills and make decisions, while tracking and measuring these actions and decisions.

These game scenarios should reflect occurrences that young people are likely to experience in their everyday lives (i.e., school, home, or work lives). In other words, the setting, content, and any characters should be realistic rather than based on fantasy. The proposal can be set in a particular country, or may have elements (e.g., geography, architectural style) that are similar to a specific country, but the eventual game should be modifiable and adaptable such that it could be deployed in a number of other countries. Such new deployments should allow for customizations (e.g., language, cultural artifacts, clothing, etc.) that are, however, minimal and can be done via a user-friendly editor, not requiring programming skills.

In the game, players will enter into a context and scenario, and will be given an objective (or objectives) to accomplish. While attempting to accomplish this objective, the player will have to take various actions and decisions. The game narrative should be sufficiently complex so as to allow a number of different actions and decisions to be taken by the player. Players should feel a degree of freedom in their actions within the game, and not as though they are merely responding to pre-determined stimuli.

Conscientiousness Skills and Assessment

For the requested game, RTI is focusing on the skill areas of **conscientiousness** and has developed a framework to group discrete skills within this area (see below). The game developed in response to this RFP should draw upon this framework, the skills listed, and their definitions when designing the game. Note that the skills or behaviors in the game should include both positive as well as negative indicators of those skills or behaviors.

Skills/Facets of conscientiousness	Operational Definition	Associated behaviors
Industriousness	The tendency to work hard, aspire to excellence, and persist in the face of challenge.	Work or study long hours, finish work before relaxing, volunteer to do work, persist after setbacks/failures, complete projects I start, work overtime. Negative indicators include giving up easily, giving up early, doing only enough to get by, etc.
Self-control	Capacity for altering one's own responses, especially to bring them into line with standards such as ideals, values, morals, and social expectations, and to support the pursuit of long-term goals	Identify an impulse, control feelings and actions toward that impulse. Negative indicators include recklessness, impulsivity, being distracted (e.g., by cell phone, friends, disruptions...)
Orderliness	The overarching tendency to be "prepared," including neatness, cleanliness, and planfulness on the	Iron clothes, do laundry, clean one's house, make a grocery list before going shopping, label drawers, make a to-do

	positive side, and disorderliness, disorganization, and messiness on the negative side.	list, file papers, keep desk/work area clean, save receipts, present one's self well. Negative indicators include being disorganized, late, messy, etc.
Punctuality	Tendency to show up on time to previously scheduled appointments. This includes the ability to plan, to work hard to get somewhere, avoid temptations that might lead to lateness, and valuing other people and time.	Arrive on time, value timeliness, avoid distractions, make appointments, leave on time for appointments. Negative indicators include being late, poor time management (e.g., not backwards planning from the time you have to be somewhere to figuring out what time you need to leave, etc.)
Responsibility	The tendency to follow through with promises to others and follow rules that make social groups work more smoothly. On the negative end, it reflects the tendency to be an unreliable partner in achievement settings and to break one's promises.	Hold the door for others, keeping promises, repaying favors, saying please and thank you. Negative indicators include borrowing something and failing to return it, lying, not showing up for things.

Game Scenario Description

**The final game scenario, decision tree, and scoring algorithm will be determined and finalized in the game development document. The scenario below describes the game RTI is asking the developer to produce and the skills to be measured in the game. Some development adaptation is expected based on initial consultations between RTI and the successful bidder.

Scenario: Getting to the weekend

Players will play the role of a young person (approximately 15 years old) going through a week of their lives (which could include school, work, or home lives) and who have to accomplish challenging tasks along the way. The goal of the game is to persist and work through a "week" of challenging tasks in order to get to the weekend and spend time doing something that they would like to do (such as hanging out with friends, playing sports, etc.). In order for players to get to the weekend, they have to accomplish several tasks that require planning, time management, and effortful persistence. These tasks could include: studying to do well on an exam, completing their homework, or practicing for a sports team.

RTI has not pre-determined which tasks must be accomplished and will expect several to be proposed by the bidder. Several design principles, however, should be included in the proposed game module:

- Touch screen capability and gameplay is a critical element for design.
- The "week" should be a series of days (or levels) with tasks the player has to accomplish to achieve their goal (the weekend).
- Players should have some input as to what the end goal is (what they will do on the weekend).
- Players should have to persist through one or more important, though unexciting, tasks (such as working on a writing assignment) to reach a goal. This can be used as evidence of

persistence.

- Distractions should come up during the game (such as friends wanting to talk) that attempt to turn players' attention away from main tasks
- The bidder can use within-game modules in the game design. For example, if players have to study in order to do well on an exam, the "studying" mechanic in the game could take the form of a series of within-game puzzles (with differing levels of difficulty) the player has to solve. Practicing for a team could also take this form of a within-game task.

Avatar creation:

Players will have the ability to design their own avatars for use in the game. This game mechanic will differ from most avatar creation systems in that, in addition to choosing some physical characteristics of their avatar, players will be able to choose ability levels for their avatars which have implications for the game. Players should have to determine (referring to the framework above) how industrious, self-controlled, orderly, punctual, and how responsible their avatar is. The skills which will be available for users to assign to their avatar will be determined in consultations between the bidder and RTI at the outset of the development effort, but will likely align with the skills listed under *associated behaviors* in the table above (e.g., persistence, recklessness, timeliness, etc.). Players should have to make balanced decisions about skill allocation (in other words, their avatars can't be great at everything) to accomplish the game objectives.

This avatar creation mechanic will include several question prompts to be defined by RTI International, such as "Which avatar best represents you at school?" or "Which avatar best represents you with your friends?". Players should be able to respond to these questions by designing an avatar to fit the questions/scenario.

Game Specifications

For the design of the game scenario, there are other broad specifications to adhere to:

- Engagement/fun: While the above description obviously describes a serious game, the gameplay should be fun and engaging. Responses should feel free to incorporate creative elements that add to player engagement.
- Administration: The game/assessment will be administered in schools over the course of one day to possibly dozens of students at the same time. Therefore, youth will not have extensive time to practice and get used to the game (gameplay will not be over weeks or months).
- Multiple user accounts: The game should support multiple user accounts, but with only one active login.
- Short duration of game play: The game should not take too long to play (approximately 30-60 minutes).
- Quick engagement: The above points suggest that this game should be intuitive, easy to play, and easy to learn, with quick feedback.
- Limited written instructions in gameplay: Text can be used during gameplay, but gameplay should be more intuitive and not require lengthy instructions, particularly as literacy levels among the target population may vary significantly from one user or context to the next. Audio cues and game sounds generally are possible.

- Adaptability: The game should not be so culturally and context-specific that it cannot be played outside of a given country. Given successful piloting, RTI will be using this game in a number of countries. Structural considerations for easily changing front-end components without requiring programmer assistance accordingly should be made (e.g., the administrative ability to change names, translations, etc.).
- Language: The initial game prototypes should be designed in English, but the language should be changeable (so that adaptation to other non-English speaking countries can occur, indicatively additional languages may include Arabic, French, Kiswahili, Spanish or Bahasa Indonesia).
- Mobile connection to server: The target population will not always have reliable access to the internet or 3G connectivity to play through a server. The game should therefore be able to be downloaded onto a table device to be played offline during the assessment by various youths subsequently on the tablet (though only one at a time). The games need to afford the ability for assessment administrators to easily transmit gameplay data back to a central location once Internet connectivity is available (which may be several days later).
- Devices: The game should be created for use on Android tablet devices. RTI routinely uses Asus ZenPads and/or Samsung Galaxy Tab A (or similar) for other data collection and applications, and would likely target similar types of devices (running on Android 5 or higher).
- Webserver: A web server-based application will be needed to centrally collect and store the game data, which can then be accessed and exported by RTI in a CSV file.
- Game data/metrics: The game data should be structured in the CSV file as follows. Each user should be identified by a unique identifier in a separate row. Each variable collected by the game should be a unique column.

Description of Game Use

The developed digital game will be used as part of a larger assessment of employability skills, including several other games and simulations already developed. The main usage scenario for the larger assessment is a case in which RTI will train several data collectors in a given country. These data collectors are then tasked to visit, say, 50 schools over the course of three weeks, and conduct the employability skills assessment with 10 students in each classroom in the selected schools, over the course of one or two days. Data collection teams will be equipped with at least 10 tablet devices, each running the various employability skills assessment games and simulations offline. Upon return from the data collection to a central location, data will be uploaded wirelessly to the central server from the various tablets and data collection teams. A separate CSV file for each game/simulation and assessment, yet each containing the results from all students assessed, will then be downloaded for analysis by RTI statisticians. RTI strongly prefers options that allow for data to be manually extracted directly from the device.

Each game module will assess and provide in-game measures of different employability skills. This RFP is for the development of one of these games.

The battery of games should only have to be played one time by each player as part of the assessment. Multiple plays should not be *required* (though it should be *possible* to play multiple times if desired) for the assessment.

The battery of games will be accompanied by a reading and mathematics assessment developed independently of the employability games.

The game must have a way of easily displaying the user ID (anonymous code), such that an assessor can easily call up the ID from the game's interface on the tablet.

Game Engine Requirements

Platform and Technology

The game will be run on Android tablets using at least Android version 5.0. RTI routinely employs Google Nexus 7 or Samsung Galaxy Tab tablets for other data collection and applications, and therefore the game should be designed to run on devices such as this. Touch screen capability and gameplay is a critical element for design. The game should be responsive to 5-8 inch mobile device screens.

Expansion Options

As specified above, it is expected that bidders will propose a game designed for a specific context and scenario. However, the game, once developed, will be used in several countries. Therefore, cultural and social elements of the game (e.g., language, cultural symbols, and characters or avatars) should be expandable or changeable to fit other country contexts. A Game Administrator with appropriate permissions shall be able to edit any dialog, including player input. A library of appropriately dressed avatars in a standard format should be downloadable to the game. A Game Administrator shall be able to edit the library and assign avatars in the library to roles in the game.

Analytics and Assessment

The analytics and assessment plan should specify which of the skills listed and defined in the table above will be measured and tracked, as well as the actions and decisions in the game that provide these data. The bidder should also specify how the game data will be transferred to a webserver, which can then be accessed by RTI for data processing and analytics. Care should be taken to ensure that the data transfer functionality works appropriately in high-latency and low-bandwidth environments. The webserver should have standard export functionality that can provide files readable by standard statistical software packages such as STATA and SPSS (e.g., CSV or other similarly delimited files).

Multilingual Support

The game should be built with the view that, in the future, other languages can be easily supported and that the game will be expanded to other countries. The initial prototype will be in English, but other languages would be added later. In particular, a Game Administrator with appropriate permissions shall be able to edit any dialog, including player input.

Deliverables, Timelines, Special Terms and Conditions:

1. Work Plan

- a. Alpha Version development and delivery schedule including support needed from RTI during development (meetings, reviews, testing support).

2. Game Development Document
 - a. The game development document shall include a decision tree for a scenario to be developed. The decision tree should reflect the level of complexity that the game needs to accurately measure the soft skills associated with the scenario. The game design document should include a story board for each decision point, indicating the mechanism for making a decision and how any feedback is presented after the decision.
 - b. The game development document shall specify what information is maintained on the mobile device and on the hosting webserver. It shall specify the strategy for maintaining data in offline-first mode and how it will handle transmissions of data between the client app and web server in highly-latent and low-bandwidth environments. It shall specify how communications are handled between a remote Game Administrator and the webserver.
 - c. The game development document shall specify the format of the avatar database and the dialog database on the hosting webserver.
 - d. The game development document shall include an operation and maintenance manual for the Game Administrator.
3. Playable Prototype Scenario
 - a. Playable scenario running on a mobile device, including graphics, touchscreen operation by the player, and formative assessment feedback to the player during and after the scenario is completed.
 - b. Assessment data for a player in a format that can be processed by the webserver.
4. Alpha Version of the Game
 - a. Playable versions of all scenarios agreed upon in the game development plan running on a mobile device, including graphics, touchscreen operation by the player, and formative assessment feedback to the player during and after the scenario is completed.
 - b. Support for multiple players to log into the webserver from the same mobile device at different times and be authenticated, download scenarios, play the downloaded scenarios, and upload scores to the webserver.
 - c. Support for a Game Administrator to log into the webserver and download scores for a class.
 - d. Support for a Game Administrator to log into the webserver and edit dialogs associated with any scenario.
 - e. Support for a Game Administrator to log into the webserver, upload an avatar in the agreed upon format, place that avatar in the library, and change definitions in any scenario so that the new avatar can be used in the scenario.
5. Final Report
 - a. The final report shall describe any lessons learned or issues relevant to development of the complete game.
 - b. Step-by-step manual for Game Administrator to customize/adapt the game to new languages and contexts.

Timeline for Completion of Deliverables and Payment Schedule

A playable, field tested game must be completed no later than September 30, 2018, though additional testing can extend beyond this date. A detailed work plan that includes a timeline and milestones, including intermittent demos, should be presented to RTI within one week from signing the contract. Estimated milestones are below:

30 January 2018: Request for proposals goes out to developers
 7 February 2018: Questions on RFP must be submitted in writing to RTI
 28 February 2018: Proposal deadline. RTI will evaluate suppliers' responses and chose a supplier.
 15 March 2018: Detailed work plan to RTI, including draft game development document
 15 April 2018: Game development document finalized
 15 September 2015: Playable prototype
 30 September 2015: Alpha version of game
 Beyond September 2015: Completion of game development, development of other game scenarios (subject to additional funding)

Intellectual Property (IP) Ownership

All materials, including the game source code, produced or acquired from third parties under terms of the extended contract will become and remain the property of RTI International unless such rights are explicitly relinquished by RTI in writing. RTI furthermore retains the exclusive right to publish or disseminate in all languages reports arising from the game and assessment, and the materials will be deemed a 'work made for hire' under applicable copyright law. If applicable, the supplier will waive any moral rights in or to the materials, in favor of RTI. The supplier will ensure that all employees or subcontractors will adhere to the foregoing requirements, and will cooperate with RTI's reasonable requests in securing RTI's rights as set forth above. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of the contract or the execution of its other provisions. Supplier will ensure that, upon delivery, RTI and its partners and affiliates can use the materials without restriction or additional cost.

This intellectual property ownership is essential to the development of this assessment as RTI International will be conducting the assessment for ministries of education, in partnership with other organizations.

RTI may in the future also choose to make the source code of the game open source and available to other developers.

Requirements for Delivered Proposals

To have their proposal considered, interested parties need to submit by 28 February a proposal (not to exceed 20 pages) for the development of **the game scenario**. Proposals should contain the following information:

Game-specific experience and firm resources

- Relevant experience and resources:

<ul style="list-style-type: none"> ○ Screenshots from and links to developed games and applications, including mobile games. Developers’ names and roles in these projects should be included. Links to relevant works available on open source repositories as appropriate. ○ Names, background, and experience of all proposed team members (developers, artists and producers to include any partners and key vendors). ○ CVs of proposed project leads/producers ● Game design overview to include the following: <ul style="list-style-type: none"> ○ User interface ○ Art direction – sample that shows how the team is thinking about the art ○ Description of main gameplay mechanics ○ Data gathering plan – how they will gather and store data in the game. <p><i>Proposed game design overview that incorporates the skills to be assessed and measured (from the description above) and the proposed game narrative.</i></p> <ul style="list-style-type: none"> ● Art <ul style="list-style-type: none"> ○ Current graphic art resources and team members (including proposed partners) ○ Samples of internally and/or externally produced graphic art for games ○ List of internal or external lead artist. ○ Optional: Sample art to indicate preliminary vision for this game <p><i>Internal Development Process</i></p> <ul style="list-style-type: none"> ● Overview of project management resources and team members ● Proposed project manager for this project ● Project management plan and work schedule to deliver a prototype by the project deadline. ● Documentation of quality control process and strategy for ensuring quality deliverables <p><i>Other</i></p> <ul style="list-style-type: none"> ● Total budget estimate to deliver the a prototype game, inclusive of all personnel and development costs ● Operational plan (including testing) to take the game from a prototype through Alpha and Beta testing phases.

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 E. Cornwallis Road Research Triangle Park, NC USA
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who has a purchase requirement in support of a project funded by

Internal Research and Development (IR&D) Funding
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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) Lead Time Availability of the Commodity/Service.
 - (g) Terms of warranty describing what and how the warranties will be serviced.
 - (h) 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.
 - (i) Payment address or instructions (if different from mailing address)
 - (j) Acknowledgment of solicitation amendments (if any)
 - (k) 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)
 - (l) **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
- Mohamed Jallow
- at this email address:
- (mjallow@rti.org)
- The cut-off date for questions is
- 7 February, 2018
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 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 [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.** Does the bidder provide a bid within the funding ceiling under \$100,000? If not, does the bidder provide a convincing rationale for the additional cost which represents good value for money?
- (b) **DELIVERY.** Does the bid present a realistic and sufficiently detailed delivery schedule that outlines how the project will be completed by 15 September, 2018? If further testing is required beyond that date, does the bidder present a compelling argument for an extension?
- (c) **CONCEPTUAL.** Does the bidder show a clear understanding of the conceptual focus of the game? To what extent does the bid align with the conceptual focus of the game module (conscientiousness)?
- (d) **TECHNICAL.** Does the bidder demonstrate a clear understanding of the technical requirements of the project? Does the bid specify how the bidder will address the game specifications and game engine requirements?
- (e) **PAST PERFORMANCE.** Does the bidder demonstrate excellence in prior performance on similar projects? Does the bid supply concrete examples of prior performance along with at least two recommendations from prior clients?
- (f) **MANAGEMENT AND INSTITUTIONAL RESOURCES.** Does the bid indicate that the bidder has the capacity to efficiently and successfully complete the proposed project and

development activities? Does the bid show that the bidder has the equipment, resources, and personnel to accomplish the tasks set out by this RFP?

- Relevant experience and backgrounds of the proposed project team
- The cohesiveness of the proposed game narrative (how well the proposed gameplay aligns to the skills and scenario specified).
- The adaptability of the game to other contexts

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 6 months 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:

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: