



## Request for Quote/Proposal (RFQ/RFP) RFP – GR - FY22

Commodity/Service Required:	Graphic design, presentation, and publication services
Type of Procurement:	Purchase Order
Term of Contract:	1 Year
This Procurement supports:	RTI IDG Energy Division Projects
Submit Proposal to:	Chad McCoull (cmccoull@rti.org)
Date of Issue of RFP:	October 1, 2021
Date Proposal Due:	October 8, 2021
Approximate Date Purchase Order Issued to Successful Bidder(s):	Anticipated October 15, 2021

### Method of Submittal:

Respond via e-mail with attached document in MS Word / pdf format to Chad McCoull at [cmccoull@rti.org](mailto:cmccoull@rti.org).

Solicitation Number:

RFP – GR - FY22

### 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:  
[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.

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

## Attachment A

### Statement of Work

**Research Triangle Institute (RTI)** has over 30 years' experience assisting governments, communities, and the private sector. As a not-for-profit, independent research institute based in North Carolina, USA, RTI has roughly 5,000 employees with global experience implementing international development projects. RTI's Sustainable Growth & Resilience (SG&R) technical unit within the International Development Group brings together RTI experts and capabilities across food security, agriculture, energy, environment, water, governance, and economic opportunity. SG&R will leverage RTI's experience designing and delivering multisectoral programming and technical solutions to respond to climate change, build resilience, and promote economic growth around the world.

**SG&R's Energy Division** is working to develop and implement low emission energy technology alternatives, raise private financing for energy infrastructure, bring efficiency to utilities, work with governments on legal and regulatory reforms to alleviate bottlenecks in energy generation and consumption, and increase access to green energy to sustain economic growth and reduce poverty. We serve as a chosen partner for USAID's Power Africa program in sub-Saharan Africa and have a growing international energy portfolio of over \$200 million across Africa, Asia, and the Pacific Islands.

#### Description of Scope:

RTI International is recruiting a **Graphic Design Consultant**, which can be an individual or a business, under the IDG SG&R Energy Division. This position provides an excellent opportunity to create infographics, presentations, and technical resources for USAID projects, the energy sector, international energy businesses and investments, and more. The consultant will be part of a dedicated team supporting several USAID-funded projects on Energy team projects and proposals. Examples of projects include (1) the South Asia Regional Energy Partnership (SAREP), a project to improve access to affordable, secure, reliable, and sustainable energy in India and five surrounding countries, (2) Power Africa Off-grid Project (PAOP), a four-year project to promote off-grid electrification in 11 African countries, (3) the Papua New Guinea Electrification Partnership (PEP) Activity, a five-year project partnership for grid and off-grid electrification in Papua New Guinea, among others. S/he may also support other USAID-funded projects through SG&R's Environment and Water teams as well as communications and business development activities.

This position is open for telecommuting from anywhere in the United States and does not entail travel.

**Responsibilities include but are not limited to:**

- Conceptualizing and designing data visualizations, graphic elements, infographics, icons, PowerPoint presentations and templates, publication layouts, and more
- Adjusting deliverables based on team feedback on rapid timelines
- Lending expertise and knowledge of modern techniques to create exceptional presentations and publications
- Adhering to branding and marking guidelines

**Minimum Qualifications:**

- Bachelor's degree or higher
- Three or more years of relevant experience
- Relevant portfolio of advanced vector design samples and other creative media
- Expertise in vector graphic design (e.g., Adobe Illustrator, Affinity Designer) with portfolio samples
- Ability to design visually striking data visualizations, presentations, interactive documents, and media using modern software and online tools
- Advanced skills in relevant functions of Microsoft Word, Excel, and PowerPoint as well as Adobe Acrobat
- Ability and interest in synthesizing complex information into simple visual concepts with attention to detail
- Ability to quickly create graphic elements (e.g., icons, maps, infographics, motifs) and quickly navigate and adapt them from digital resource libraries with proper licensing and attribution
- Ability to critically analyze and recommend creative design improvements for deliverables, such as presentations, assessments, reports, and digital resources
- Ability to justify recommendations and broadly apply best design practices of data visualization, color theory, typography, and more
- Flexibility and availability with advanced notice to draft and finalize designs on fast-paced deadlines in close collaboration with managers
- Ability to apply clients' branding and marking guidelines and follow internal checklists
- A self-motivated, proactive attitude that thrives under pressure as part of a team
- Flexibility and reliability in working both collaboratively and independently with team members of diverse and multicultural backgrounds
- Ability to prioritize multiple tasks and adapt to complex, changing priorities, workloads, and workflows

**Preferred Qualifications:**

- Experience producing novel forms of digital multimedia (e.g., interactive PDFs, digital tools, instructional design, and animations tools)
- Ability to improve the accessibility of documents and making them 508-compliant

- Advanced skills in laying out, designing, and producing publications with Adobe InDesign or similar software
- Experience designing and printing conference materials (e.g., banners, slideshows, etc.)
- Ability to liaise with external printing facilities
- Experience with Microsoft SharePoint and Teams
- Video editing abilities
- Experience with USAID and donor-funded projects; international development; energy, environment, and water sectors; and non-English-speaking countries

### Pricing

Please include a price list of services in the table below

Item #	Quantity to be Purchased	Description of Preferred Commodity or Services Specifications	Unit of Measure	Unit Fixed Price (Each)	Total Fixed Price (Each)	Lead Time Availability (Number of Days)
1	TBD		hour			
2	TBD		hour			
3	TBD					
<b>Total Value</b>						

By signing this attachment, the bidder confirms he has a complete understanding of the specifications and fully intends to deliver items that comply with the above listed specifications.

Signature:

Title:

Date:


## Attachment “B” Instructions to Bidders/Sellers

1. **Procurement Narrative Description:** The Buyer (RTI) intends to purchase commodities and/or services identified in Attachment A. The Buyer intends to purchase the quantities (for commodities) and/or services (based on deliverables identified in a Statement of Work). The term of the Ordering Agreement shall be from Award Date to the Delivery date of the Offeror unless extended by mutual agreement of the parties. The Buyer intends to award to a single “approved” supplier based on conformance to the listed specifications, the ability to service this contract, and selling price. We reserve the right to award to more than one bidder. If an Ordering Agreement is established as a result of this RFQ/RFP, supplier understands that quantities indicated in the specifications (Attachment A) are an estimate only and RTI does not guarantee the purchase quantity of any item listed.
2. **Procuring Activity:** This procurement will be made by **Research Triangle Institute (RTI International)**, located at

3040 East Cornwallis Road  
Research Triangle Park, NC 27709

*(insert full address of the office)*

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

RTI International and various clients

*(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:
  - (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) 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.
  - (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 regards to this RFQ/RFP to be directed to
- Chad McCoull
- at this email address:
- cmccoull@rti.org.
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.**

Familiarity with RTI and USAID projects

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 120 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: