# Request for Proposal (RFP)

<table>
<thead>
<tr>
<th>Commodity/Service Required:</th>
<th>Textbook and Teacher Guide Production Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Procurement:</td>
<td>Request for Proposals</td>
</tr>
<tr>
<td>Type of Contract:</td>
<td>Purchase Order</td>
</tr>
<tr>
<td>Term of Contract:</td>
<td>6 months approx. (through June 30, 2021)</td>
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<tr>
<td>Contract Funding:</td>
<td>USAID</td>
</tr>
<tr>
<td>This Procurement supports:</td>
<td>Uzbekistan Education for Excellence Program</td>
</tr>
<tr>
<td>Submit Proposal to:</td>
<td>Carrie Chandrasurin – <a href="mailto:cchandrasurin@rti.org">cchandrasurin@rti.org</a> and Jonathan Pamel – <a href="mailto:jpamel@rti.org">jpamel@rti.org</a></td>
</tr>
<tr>
<td>Date of Issue of RFP:</td>
<td>December 23, 2020</td>
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<tr>
<td>Date Questions from Supplier Due:</td>
<td>January 6, 2021</td>
</tr>
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<td>Date Proposal Due:</td>
<td>January 14, 2021</td>
</tr>
<tr>
<td>Approximate Date Purchase Order Issued to Successful Bidder(s):</td>
<td>January 28, 2021</td>
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</table>

**Method of Submittal:**

Email – cchandrasurin@rti.org

Respond via e-mail with attached document in MS Word / pdf format.

The Bidder/Seller agrees to hold the prices in its offer firm for **90 days** from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP/RFQ.

**Solicitation Number:**

UEEP-RFP-STBTG-002

**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: [https://www.rti.org/sites/default/files/rti-purchase-order-terms-and-conditions-v1.16.pdf](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.
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:

**SOW OBJECTIVE**
RTI International is seeking quotes from reputable suppliers of book production services. The selected supplier will provide management and production services that support the development of 60 print-ready curriculum products (specifically student textbooks and teacher guides) for Uzbek Language Arts (ULA), Mathematics, Information and Communication Technology (ICT) instruction, and English as a Foreign Language (EFL) instruction in Uzbekistan.

**BACKGROUND**
The Government of Uzbekistan Ministry of Public Education (MPE) is committed to an ambitious program of systematic and comprehensive reforms. Uzbekistan is working to create an education system that can produce graduates with the critical thinking, problem solving, and practical skills that will enable them to succeed. The reform agenda is intended to transform the instructional practices of the teaching workforce, moving away from a focus on rote and fact learning toward enhancing students’ ability to apply knowledge.

To support the MPE in achieving its reform agenda, the 4-year Uzbekistan Education for Excellence Program (the Program) implemented by RTI International and its partners aims to achieve and sustain four overarching results:

- Improved outcomes in Uzbek Language Arts (ULA);
- Improved outcomes in Mathematics;
- Enhanced Information and Communications Technology (ICT) instruction; and
- Improved English as a Foreign Language (EFL) instruction.

At the national level, the Program will work with key stakeholders to produce student learning standards, subject grade level scope and sequences, student textbooks (STBs), and teacher guides (TGs). The Program will also introduce a digital platform to store materials and engage education personnel virtually. Cross-cutting themes include capacity building, gender equality and social inclusion, transparency, local ownership, and sustainability.
Product or Service Expectations (both if applicable):

**SUPPLIER SCOPE**
A total of 60 print-ready STBs and TGs (see Table 1 below) will be produced and submitted to the MPE. Eight bespoke STBs and eight new TGs for ULA and for Mathematics for Grades 1-4 and 11 bespoke TGs for ICT for Grades 1-11 will be produced. The Program will also acquire the rights to adapt and reprint existing high-quality EFL STBs and TGs for Grades 1-11 and ICT STBs for Grades 1-11. RTI is responsible for obtaining the rights for customization of extant products.

**Table 1: Summary of the Program Book Production Scope**

<table>
<thead>
<tr>
<th>Subject/Task</th>
<th>Bespoke STB</th>
<th>Bespoke TG</th>
<th>Customized Extant STB</th>
<th>Customized Extant TG</th>
</tr>
</thead>
<tbody>
<tr>
<td>ULA</td>
<td>Grades 1-4</td>
<td>Grades 1-4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td>Grades 1-4</td>
<td>Grades 1-4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ICT</td>
<td>Grades 1-11</td>
<td>Grades 1-11</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EFL</td>
<td>Grades 1-11</td>
<td>Grades 1-11</td>
<td></td>
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<tr>
<td><strong>TOTAL: 60 Products</strong></td>
<td><strong>8 STBs</strong></td>
<td><strong>19 TGs</strong></td>
<td><strong>22 STBs</strong></td>
<td><strong>11 TGs</strong></td>
</tr>
</tbody>
</table>

Each STB for Grades 1-4 will consist of no more than 250 pages, each STB for Grades 5-11 will consist of no more than 350 pages, and each TG will consist of no more than 500 pages – regardless of whether the product is a bespoke or a customized product.

All STBs and TGs for ICT will be initially produced in English and then translated into Uzbek by RTI to be ready for production. The STBs and TGs for ULA and Math will be produced in Uzbek. STBs and TGs for EFL for Grades 1-11 will be produced and printed in English.

**Supplier Services Needed**
Overall, the Supplier will oversee, manage, and monitor the entire production process, including communicating with the subject-specific teams producing the subject matter content and personnel involved in all other aspects of the production (copy editors/proofreaders, InDesign Specialists/composers, illustrators, etc.). The Supplier will ensure quality of the work undertaken and ultimately of the final products (excluding the actual subject matter content, which is the responsibility of RTI). The Supplier will keep Program management appraised of progress, issues, and solutions on a weekly basis and an ad hoc basis as issues emerge.

In brief, for each of the 60 products, the Supplier will:

1. Provide appropriate illustrations that are sensitive to gender and social inclusion and fit for the Uzbek context.
   - RTI writing teams will retain as many illustrations as possible from the extant STB and TGs but expects new illustrations to be developed for the bespoke STB and TGs.
2. Design the layout for each product in Adobe InDesign.
• The design will vary depending on the type of product and the respective subject. For the original layout in InDesign required for the new bespoke books (ULA STBs and TGs, Math STBs and TGs, and ICT TGs), RTI will provide layout specifications for inside pages, covers, front, back and spine. The Supplier will follow those specifications for each product and develop mock-ups in InDesign for RTI selection.

3. Insert the subject matter content into the product layout.
   • RTI will provide the Supplier with the subject matter content for a respective product in soft copy. The Supplier will provide soft copies of draft illustrations and pdf softcopies of the books in their targeted layout to RTI for review and feedback.

4. Revise book drafts based on RTI and MPE feedback.

5. Proofread and copy edit all aspects of the final drafts of the respective product
   • All content edited (in English or Uzbek, depending on book), illustrated, and layout done in Adobe InDesign, and all written text proofread for the respective book language.

6. Provide print-ready products to RTI.

   It is up to the Supplier to propose and engage the number of personnel for each of these functions in consideration of the scope of the work, deadlines, and deliverables.

Deliverables, Timelines, Special Terms and Conditions:

The Supplier deliverables are summarized in Table 2 below. The Program deadline for final print-ready versions of each of the 60 books (Table 2) is June 30, 2021 in time for printing and field testing with the start of the 2021/2022 school year in Uzbekistan.

Table 2: Deliverables

<table>
<thead>
<tr>
<th>Subject</th>
<th>Print-ready Student Textbooks</th>
<th>Print-ready Teacher Guides</th>
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</thead>
<tbody>
<tr>
<td>ULA</td>
<td>Grades 1-4</td>
<td>Grades 1-4</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Grades 1-4</td>
<td>Grades 1-4</td>
</tr>
<tr>
<td>ICT</td>
<td>Grades 1-11</td>
<td>Grades 1-11</td>
</tr>
<tr>
<td>EFL</td>
<td>Grades 1-11</td>
<td>Grades 1-11</td>
</tr>
<tr>
<td>Total books</td>
<td><strong>30 books</strong></td>
<td><strong>30 books</strong></td>
</tr>
</tbody>
</table>

The expected timeline for the Supplier to deliver drafts of each book upon RTI’s submission of any book draft ready for production, will be negotiated upon award, likely by book type, but is expected to be no more than 4 weeks. RTI reserves the right to negotiate a penalty for the Supplier for significant delays on the agreed-upon timelines.

Scope of Work Completion

This SOW will be considered to have been completed as soon as the RTI and MPE signed off on each individual page of the respective product. The deliverable is evidenced by the Program team.
having received a letter from the MPE including either: a) an approval for the product “as is”, or 
b) comments for edits.

Any work remaining after the day the Program receives the feedback from last remaining MPE 
Product Review Team’s product review, will require a new SOW and payment negotiation 
outside of this SOW.

PRODUCT DEVELOPMENT AND/OR CUSTOMIZATION APPROACH
RTI will lead and oversee the overall development and/or customization of the 60 products 
across all four subjects. For each of the respective subjects, a Consortium subject team will lead, 
oversee, manage and undertake the development and/or customization its respective subject 
products. RTI and the respective subject teams will also collaborate with MPE Product Review 
Groups to review, finalize, and approve the final versions of the 60 products. The MPE will 
approve the final drafts and the final versions of each product.

The subject-specific teams are based overseas (predominantly in the US) and in Tashkent, 
Uzbekistan. Much of the work will take place virtually, although there may be some degree of 
work undertaken from the Program Office in Tashkent. The working language of the teams is 
English.

RTI RESPONSIBILITIES
For products that will be customized (i.e., ICT STBs, EFL STBs, EFL TGs), RTI will provide the 
Supplier with customization parameters and an editable soft copy of each product.

RTI has a draft Production Workflow System that aims to enhance efficiency and effectiveness 
and to facilitate document transfer and assignment. The Supplier and RTI will jointly review and 
adapt this process as needed and agree upon a final approach at the outset of the work. 
RTI will ensure that the subject teams have carried out a quality assurance check before their 
content is being submitted to the Supplier for production.

Final drafts of all books will be printed and field tested with students and teachers in up to 200 
schools in the 2021/2022 school year. RTI will be responsible for any revisions thereafter, which 
may include a new SOW and payment negotiation outside of this procurement. 
RTI is responsible for ensuring that the MPE has approved a respective product for publication. 
Any issues arising after RTI’s approval is RTI’s responsibility.
## Pricing

<table>
<thead>
<tr>
<th>Item #</th>
<th>Quantity to be Purchased</th>
<th>Description of Preferred Commodity or Services Specifications</th>
<th>Unit of Measure</th>
<th>Unit Fixed Price (Each)</th>
<th>Total Fixed Price (Each)</th>
<th>Lead Time Availability (Number of Days)</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td></td>
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<td>2</td>
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<td>3</td>
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</table>

**Total Value**

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

Signature: 

Title: 

Date:
Attachment “B”
Instructions to Bidders/Sellers

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

2. **Procuring Activity**: This procurement will be made by [Research Triangle Institute (RTI International)](3040 East Cornwallis Road, Research Triangle Park, NC 27709-2194), located at

   (insert full address of the office)

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

   **USAID’s Uzbekistan Education for Excellence Program**

   (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:
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.

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.

Lead Time Availability of the Commodity/Service.

Terms of warranty describing what and how the warranties will be serviced.

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).

Payment address or instructions (if different from mailing address)

Acknowledgment of solicitation amendments (if any)

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)

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

Carrie Chandrasurin and Jonathan Pamel
(insert name of procurement officer)

at this email address:

chandrasurin@rti.org; jpamel@rti.org
(insert email address of the procurement officer).

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

January 6, 2021

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](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.

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 90 days after submission.

14. **Representations and Certifications.** Winning suppliers under a US Federal Contract are required to complete and sign as part of your offer RTI Representations and Certifications for values over $10,000.

15. **Anti-Kick Back Act of 1986.** Anti-Kickback Act of 1986 as referenced in FAR 52.203-7 is hereby incorporated into this Request for Proposal as a condition of acceptance. If you have reasonable grounds to believe that a violation, as described in Paragraph (b) of FAR 52.203-7 may have occurred, you should report this suspected violation to the RTI's Ethics Hotline at 1-877-212-7220 or by sending an e-mail to ethics@rti.org. You may report a suspected violation anonymously.

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: ____________