# Request for Proposal (RFP)

<table>
<thead>
<tr>
<th>Commodity/Service Required:</th>
<th>Ethiopia Electric Power’s (EEP) Power System Expansion Plan Assessment and Capacity building</th>
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<tr>
<td>Type of Procurement:</td>
<td>One-time procurement</td>
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<tr>
<td>Type of Contract:</td>
<td>Fixed-cost contract</td>
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<td>Term of Contract:</td>
<td>One time – term will be determined competitively and is one of the selection factors</td>
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<td>Contract Funding:</td>
<td>United States Agency for International Development (USAID)</td>
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<td>This Procurement Supports:</td>
<td>East Africa Energy Program (EAEP)</td>
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<tr>
<td>Submit Proposal To:</td>
<td><a href="mailto:procurement@powerafrica-eaep.org">procurement@powerafrica-eaep.org</a></td>
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<td>Date RFP Issued:</td>
<td>November 8, 2019</td>
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<td>Date Questions from Supplier are Due:</td>
<td>November 18, 2019</td>
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<td>Date Proposal is Due:</td>
<td>December 6, 2019</td>
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<td>Approximate Date Purchase Order Issued to Successful Bidder(s):</td>
<td>To be determined</td>
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**Method of Submittal:**

The technical proposal, attachments, and the financial proposal must be submitted as password protected PDFs via email to procurement@powerafrica-eaep.org no later than 3 pm EAT on December 6, 2019.

Passwords should be submitted separately by e-mail to procurement@powerafrica-eaep.org no later than 4 pm EAT on December 6, 2019.
SUBMISSION REQUIREMENTS:

Bidders are required to submit the following:

1. A technical proposal, which demonstrates how the bidders’ proposal meets all the technical requirements in the scope of work (SOW).
2. The completed pricing template (see Attachment A), which serves as the financial proposal, as well as an accompanying detailed budget.
3. This full RFP document should be completed and signed. Bidders should sign and stamp on all required places provided in the document.
4. A Gantt chart that links the technical proposal with the Pricing template/ table on page 11 of this RFP document. The total time as per the Gantt chart should match the proposed performance duration by the bidder as indicated in the pricing table.
5. The Past Performance template (see Attachment C) and copies of the required LPO/contracts as evidence of performance.

To be eligible for consideration, bidders must submit copies of the following:

- The bidder’s registration document, as per the laws of the company’s incorporation county.
- The bidder’s business permit/license, as per the laws of the incorporation county.
- Applicable tax registration documents, as per the laws of the incorporation county.
- The bidder’s current tax compliance certificate.
- One full set of the bidder’s audited financial accounts. An unaudited account will not be accepted.
- The bidder’s company profile. The profile must clearly show the number of years’ experience the bidder has handling similar projects in high hydro-penetration countries.
- The relevant quality assurance certifications.
- All the above documents for any proposed subcontractors.
- Signed pre-award agreements with any proposed subcontractors.

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

Solicitation Number: EAEP-E/007/11/2019

Attachments to the RFP:

1. Attachment A: Commodity Specifications or Statement of Work
2. Attachment B: Instructions to Bidders/Sellers
3. All purchase order (PO) terms and conditions (hereinafter referred to as the “terms”) are listed on RTI’s website at [http://www.rti.org/POterms](http://www.rti.org/POterms) and [http://www.rti.org/files/PO_FAR_Clauses.pdf](http://www.rti.org/files/PO_FAR_Clauses.pdf). For commercial items, see [http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf](http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf). Supplier's delivery of products, performance of services, or issuance of invoices in connection with this PO establishes a 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

### Description of Activity/Service:

The East Africa Energy Program (EAEP) is a four-year project to increase on-grid electricity access, accelerate private sector investment, and improve the enabling environment of the power sector in East Africa. RTI International leads the program’s implementation, which is funded by Power Africa, a US Government-led partnership coordinated by the US Agency for International Development (USAID).

EAEP invites interested bidders to bid for Ethiopia Electric Power’s (EEP’s) power system expansion plan assessment and capacity building. The main objectives of the assessment are detailed below.

- Revise the latest Ethiopian Power System Expansion Master Plan Study, prepared by Parsons Brinckerhoff focusing on the following:
  - Draft of a least-cost expansion plan for generation and transmission development
  - Revise the forecast to accurately reflect growth trends in residential, commercial, industrial, transportation, agriculture, and other sectors
  - Conduct low-, mid-, and high-level demand growth settings to accurately capture the financial commitment required for the various scenarios
  - Conduct both a financial and tariff (domestic and export) impact of the expansion plan

- Revise/update the latest System Integration Study (SIS) report finalized by the Grid Management Support Program (GMSP) to
  - Determine the state of the current grid and planned additions and
  - Comprehensively evaluate the technical and operational aspects needed to ensure that the future power system is planned and developed to operate harmoniously, reliably, and efficiently with diverse renewable resources that will be developed under the independent power producer (IPP) initiative.

The SIS exercise will focus on

- Demand forecast: Evaluate new supply and demand resource options and optimize power system expansion plans by considering key scenarios and sensitivities
- Balanced plan development: Evaluate technical and operational aspects needed to ensure that a power system is optimally planed and ready for integration of new generation
- Intermittent renewable penetration: Prepare the system for managing wind and solar generation intermittence by assuring adequate operational reserves and flexibility
- Transaction support: Assure that proposed new generation additions (both renewable and conventional) can be operated securely and economically and, thus, be successfully financed.

- Provide the updated models to EEP’s staff and provide them training sufficient to permit them to use, update, and improve the models without further assistance.

Product or Service Expectations (both if applicable):

Note: The scope of work for this exercise must consider the Ethiopian Grid Code requirements. The work consists of the following tasks:

1) Review existing data and studies, and provide inception report containing a detailed work plan and information gaps. These studies include but are not limited to the following:
   a. The Ethiopian Power System Expansion Master Plan Study prepared by Parsons Brinckerhoff
   b. The latest SIS finalized by the GMSP
   c. Sector-specific development plans, including the Universal Electricity Access Program, launched in 2005, and the National Electrification Program (NEP)—Implementation Roadmap (IRM), launched in November 2017
   d. Country development plans, including Growth and Transformation Plan (GTP) II, 2015–2020
   e. Draft developments plans (GTP III), if they are available, shall also be included in the review
   f. The Ongoing Distribution Investment Plan led by Ethiopian Electric Utility (EEU) in line with planned activities under the NEP-IRM, which will serve to inform transmission and generation investment plans with a bottom-up perspective
   g. Existing data and documentation on current transmission network capacity, constraints, operation, and performance

Based on the review of the above, the bidder will propose a detailed work plan within the inception report, which will detail undertaking the remaining activities, including identifying information and data gaps and generating any additional insights required to finalize the study. The consultant must also take measures to bring best practices from international experiences.
EEP will provide the consultant with available documents related to the assignment.

2) Load Forecasts

- Gather, compile, and review previous reports and necessary information to update the current load forecast
- Review the recent forecasts and identify reasons for their discrepancies with actual loads
- Come to an agreement with the client on the forecast methodology to be pursued
- Review and develop separate internal demand forecasts and export estimates
- Include the National Rural Electrification Program’s load forecast, including the aggressive timeline
- Incorporate the backlog demands of EEP and EEU
- Develop formats for future information exchange between EEP, EEU, IPPs, and other bulk power purchasers
- Prepare the demand forecast using editable spreadsheets to ease future updates
- Develop base, high, and low demand scenarios
- For the reference scenario, develop a straightforward methodology for substation-level demand forecast that is consistent with the system-level demand forecast
- In consultation with EEP and EEU, the substation-level demand forecast shall consider new substation locations for electrification, as well as new industrial, irrigation, housing, and other demand centers

3) Generation Expansion Plan

- Review previously developed generation expansion plans
- Update the Generation Planning Criteria and check their compliance with the recently adopted Ethiopian Grid Code
- Review potential generation resources options
- Revise estimated costs of proposed power generation stations from previous studies, including social and environmental cost information, as available
- Update the current hydrologic database with recent river flow information
- Undertake a reservoir simulation to evaluate hydro capabilities
- Develop a generation planning model on OPTGEN and SDDP, which are currently in EEP’s possession
- Develop a least cost generation expansion plan for Ethiopia. The least cost generation expansion plan should identify any environmental or social costs or benefits that will result from choices made in the generation expansion plan.

4) Transmission Expansion Planning

- Based on information gathered from the ongoing operations-based system study project, develop a 2019 base case transmission system that serves as the foundation for transmission expansion planning. This shall include steady state and dynamic models and load flow models developed for peak and off-peak hours.
- The consultant shall review the transmission planning guidelines and recommend amendments if he/she finds them to be inadequate. In addition, he/she should make sure that these criteria are compliant with the Ethiopian Grid Code.
- The consultant shall carry out detailed system studies for years (need to define 5, 10, 15, 20, and 25 years) with significant additions for either generation or transmission.
System studies include

- **Load Flow Analysis.** Studies to determine the load flows in normal (both high and low load) and disturbed conditions (loss of generation and major transmission systems outages). The result of this analysis will be used to determine the system requirements of reinforcement and reactive power compensation, as well as for proper dimensioning of the transmission line and substation equipment.

- **Fault Current Study.** A fault current analysis shall be carried out to provide input for the design of an appropriate protection system. The calculation of three-phase and phase-to-ground short circuit currents and powers in all buses will be done to determine if the addition of generation at different years increases short circuit currents to levels that endanger the installed equipment in those buses.

- **Stability Analysis.** Stability studies shall be performed with the simulation of different abnormal conditions to determine requirements for system stabilizers and compensators.

- The consultant is required to include new demand centers in the transmission system expansion study, as per the EEU electrification plan. The consultant will review the options available for developing a suitable sub transmission system to provide effective coverage to the loads that need to be supplied. Potential high economic growth load centers will be incorporated into these studies, including development plan options starting with least-cost solutions. The options to be studied will include the use of 132 kV as a sub transmission voltage using least-cost solutions and simplified step-down substations. Based on the studies conducted, the consultant will provide indicative costs for the sub transmission system over the planning period. These costs will also need to be included in the transmission system expansion plan.

- Develop an AutoCAD-based geographic grid map showing existing, under construction, and planned extensions.

- Develop AutoCAD-based single line diagrams of the existing, under construction, and planned extensions.

- Revise the contribution and reliability impact of intermittent resources to the hydro-dominated system. Use GERARE software for the reliability analysis; EEP has a license to use GERARE.

- Prepare budgetary cost estimates. Costs should include a breakdown of the local and foreign exchange costs based on the requirements for imported equipment, materials, and services versus availability of local/regional sources for all major components and subsystems.

- Develop an implementation schedule, including institutional arrangements and associated expenditure disbursements and schedules.

5) **Financial Assessment and Tariff studies**

- The consultant is required to assess the financial implication of the recommended expansion plan in sufficient detail and demonstrate that it is not only the least cost alternative but also remains financially viable for EEP. In addition, the consultant is expected to develop an indicative tariff to support the expansion program.
6) Prepare a tender document to implement recommendations from the System Operating Gap Analysis (SOGA) and System Stability Study exercises

- Review the proposed solutions from GMSP’s SOGA exercise, as well as the Dynamic System Stability study performed by the CESE (an Italian contractor) and put together a tender document to procure an implementing firm that will address the gaps and implement the recommendations from the two exercises.

7) Knowledge Transfer

EEP recognizes the need to strengthen its current planning capability and improve its future planning activities. The knowledge transfer is considered one of the prime objectives of this assignment. The trainings should include hands-on study activities for maximum transfer of technical knowledge and tangible experience. Counterpart staff should be directly involved in the study and the consultant is required to guide the staff in the development of the least-cost generation expansion plan.

Presently, EEP owns OPTGEN/SDDP for generation expansion planning. It is a single user license and is not expected to expire; however, updates may need to be procured to continually use the license. EEP has a license for PSS/E V34 to conduct transmission modeling-related work. EEP retains a GERARE license to conduct reliability studies. EEP requires that any necessary license upgrades for these applications will be covered by the project.

The software training should include relevant modules of the above applications. The seminars material shall include (1) load forecasting, (2) generation system expansion planning, (3) hydrology any reservoir simulation (water resource management), (4) transmission system planning, (5) financial impact assessment studies. The consultant and counterpart are expected continuously communicate about the study development, either physically or through other communication media, i.e., phone, Skype, etc.

At the submission the draft final report, the consultant shall organize and hold a country-wide stakeholder workshop to present its findings and collect relevant comments.

8) Potential environmental implications

The selected bidder will be required to point out any environmental issues that may need further attention during construction of the power transmission lines and generation sites. The bidder will also note any environmental or social costs and benefits identified during review and assessment of the expansion plan.
REQUIRED EXPERTISE
Bidders must have a solid background and knowledge in hydroelectric power system planning and transmission line project evaluations and analysis, in addition to strong local expertise. Bidders must have at least 5 years’ experience in each of the specific fields indicated in the RFP and be able to demonstrate successful execution of three similar assignments in the last 10 years by submitting documented evidence in the form of completion certificates, copies of contracts, and references (via completion of attachment C). Bidders are also encouraged to plan to train a selected individual from the EEP planning and operations team to build their capacity and, more importantly, provide hands-on training for both the Expansion Planning Exercise and the SIS.

Key Expert Requirements:
Bidders must ensure that their team is composed of, at minimum, the following experts:

1) Project Manager: The Project Manager will lead this work. He/she should be a power systems engineer with at least 10 years’ experience in the planning, operating, and supervising of power systems and energy markets modeling projects. He/she should also have experience in emerging economy countries. The Project Manager must have, at minimum, experience working on at least three similar projects in the developing countries.

2) Hydropower Planning and Operations Engineer: The Engineer must specialize in hydropower plant planning and operations work and have at least 10 years’ experience in power plant operations and outage management, particularly in planning operations management. He/she must have, at minimum, experience working on at least three similar projects.

3) Civil Engineer: The Civil Engineer should specialize in civil engineering with at least 10 years’ experience in hydropower plant projects. He/she should have extensive experience in hydrology and water resource management to help EEP manage its large hydropower plant water resources effectively and efficiently to meet power production requirements. He/she must have, at minimum, experience working on at least two similar projects in scope and size.

4) Power Demand Forecast Expert: The Expert must have at least 10 years’ experience in the field. He/she must have, at minimum, experience working on at least three similar projects.

5) Financial Analyst /Economist: Must have an MA/MS in finance or economics and at least 10 years’ experience in financial and economic analysis of power projects. He/she must have, at minimum, experience working on at least two similar projects.

6) Production Cost Simulation Engineer: The Modeling Expert should have, at minimum, 5 years’ production simulation experience using production simulation tools, such as PROMOD, PLEXOS, or similar applications. He/she must also have at least 10 years of planning and/or operations experience.

7) Institutional Development/Capacity Building Specialist: This project requires that the selected bidder train selected EEP staff to perform basic simulations and planning/forecasting in-house (assuming EEP has the right planning tools). Therefore, those conducting the work need to do on-the-job training and extra capacity building is needed. The institutional development/capacity building specialist should have a technical educational background in electrical systems and modeling, and 5-10 years’ demonstrated experience teaching use of power system models.

Bidders’ technical proposals must include the following:
1. A narrative that details the proposed execution approach and methodology that the bidder will apply to ensure successful achievement of all the deliverables listed above.
2. A work plan detailing the activities to be carried out, presented in a logical manner. The work plan should show the total duration, in days, to complete the project.
3. A Gantt chart that aligns with the total quoted project execution duration (as indicated in the pricing and delivery template) and with requirement 2, above.

4. A proposed project execution organogram (team composition and structure) showing the key staff who will be involved in this project and indicating the percentage of their involvement. Bidders are requested to provide summarized biographies for all the staff who will be assigned to this project, as guided in the “Expert Requirements Summary” above. Detailed CVs will be requested if necessary.

5. Demonstration of the bidder’s experience in handling similar projects, as a firm or as a company. This must be supported and collaborated by the LPOs/contracts provided to support the completion of the past performance template (attachment C).

6. Because Ethiopia’s power generation is predominantly hydro (90%), bidders are required to demonstrate experience in hydro fleet planning, operations, and maintenance management, coupled with possible watershed management study experience.

7. Discuss potential challenges expected during the execution of this project and proposed mitigatory measures.

8. Demonstrate plans for quality assurance. Bidders should attach their quality policies and procedures, as well as their quality certifications and other relevant certifications.

9. Detail how the bidder will apply the above quality assurance policies and internal quality control procedures to ensure high-quality deliverable.

10. Outsourced services/subcontracting: Bidders must disclose any third party they propose to subcontract any part of this bid. Please note that any proposed third party will be evaluated for the mandatory requirements and technical capacity as listed in the eligibility criteria. Therefore, all eligibility requirements for any proposed subcontractors must also be provided. The proposed third parties will form part of the contract terms and conditions as key partners to the contract. However, the main contracted vendor (bid winner) will be responsible for all the deliverables, as per the contract. Bidders who propose to use third parties must provide signed pre-award subcontracting agreements with each of the subcontractors.

Reporting:

During the study, the following minimum deliverables shall be prepared and submitted to EEP and EAEP for comments and approval. An inception report, including a detailed work plan, is due no later than four (4) weeks after the contract is signed.

Actual dates for the remaining deliverables listed below will be proposed as part of the bidder’s inception report work plan and will be agreed upon approval of the inception report work plan.

   i. Monthly progress reports, which shall include detailed results and expenditures on various activities.

   ii. Interim report on the results of the transmission system assessment, including results of the load flow and stability study simulations, functional designs, and economic analysis.

   iii. Draft final master plan report.

   iv. Final master plan study report that incorporates comments provided by all stakeholders.

   v. The consultant must submit and deliver to EEP and EAEP all information, raw data, and databases collected and created in the implementation of the present terms of reference.
A nondisclosure agreement needs to be signed between the consultant and EEP to ensure that all data received from EEP cannot be used or shared without the proper authorization of EEP.

Payments will be based on the acceptance and approval of the above report as per a reporting milestone schedule that shall be agreed upon with the successful bidder.

Pricing Template

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<th>Item #</th>
<th>Part</th>
<th>Task</th>
<th>Task Description</th>
<th>Total Fixed Price per Task (USD)</th>
<th>Proposed performance duration (Number of Days)</th>
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Notes on pricing:
1. All prices must be in US dollars (USD). Alternatively, RTI shall apply the applicable exchange rates as at the bid’s opening date, as quoted in the Oanda Currency Conversion Website (https://www.oanda.com/currency/converter/). Such rates will be applied for the purposes of bids analysis (quoted cost being one of the evaluation factors, as indicated below) as well as for application in the LPO/contract amounts and for payment.

2. Bidders are notified that this is a fixed-cost procurement and, as such, all the relevant costs and applicable taxes must be included in the pricing table. RTI will not be involved in additional costs discussions or negotiations after a contract is signed.

3. Each of the quoted lumpsum costs above should be accompanied by a detailed budget showing a detailed breakdown of specific costs, such as logistic costs, technical/professional costs, and management costs.

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

Signature: __________________________
Title: ________________________________
Date: ________________________________
Attachment B

Instructions to Bidders

1. **Procurement Narrative Description**: The Buyer (RTI) intends to purchase 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 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 | Hussein Agraw Building 7th Floor, Kirkos Sub-City, District 8, House Number #572, Addis Ababa, Ethiopia

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

   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 RFP. All information presented in the Sellers' quote/proposal will be considered during RTI's evaluation. Failure to submit the information required in this 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 RFP by the time and date specified in the RFP. Any offer, modification, revision, or withdrawal of an offer received at the RTI office designated in the RFP after the exact time specified for receipt of offers is “late” and may not be considered at the discretion of the RTI Procurement Officer. The 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 US Department of Commerce Export Administration Regulations, 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 RFP and accompanying signatures, confirms that the terms and conditions associated with this RFP document have been agreed to and all of its attachments have been carefully read and understood and all related questions answered.

4. Forms: 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 RFP.

5. Questions Concerning the Procurement. All questions in regard to this RFP to be directed to

The Selection Committee

at this e-mail address:

procurement@powerafrica-eaep.org

The cut-off date for questions is

November 15, 2019

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/potems](http://www.rti.org/potems), [http://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 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 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) **TECHNICAL**. The quality of the technical proposal in terms of methodology statement, key personnel, quality assurance, mobilization schedule, implementation schedule, proposed project execution organogram and any other activities such as the bidding team's experience and qualifications as specified in the SOW above.
   (b) **PAST PERFORMANCE**. The proposer should demonstrate his/her capability and resources to provide the items/services requested in this solicitation in a timely and responsive manner by providing evidence of number of similar contracts delivered in a timely manner. As detailed in bidder's submission of Past Performance Template (attachment c)
   (c) **DELIVERY**. The proposer that provides the most realistic and advantageous delivery schedule.
   (d) **PRICE**. Lowest evaluated ceiling price.

All the proposals received will be subjected to a 3-step evaluation process as follows:
1. Substantial responsiveness.
   Each bid or proposal must be substantially responsive to:
   a) Preliminary examination, to ascertain that all the mandatory RFP process requirements have been substantially met.
   b) Technical and commercial evaluation: assessment to ensure that all mandatory technical and commercial requirements are substantially met based on the pass/fail qualifying criteria.

2. Evaluation of cost: Application of the cost evaluation methodology to determine the lowest evaluated costs.

3. Most Advantageous bid: The qualified bidder whose bid is substantially responsive and has the lowest evaluated cost.

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. The 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:  _______________
Attachment C
Past performance Template

Bidders are requested to carefully review the notes below before completing the table below.

1. Use this form to provide evidence of having successfully completed projects of substantially similar scope and specifications, as provided in the RFP.
2. The projects or contracts or LPOs cited must be recent (i.e., 2014–2019).
3. Multiple projects for the same bidders will be considered separately, i.e., they will be scored as distinct projects. The selection committee will not aggregate those multiple projects for a single bidder into a single project of an artificially enlarge the scope and value.
4. Multiple projects from a single client will only be considered twice. The third reference should be from a different client.
5. For the purposes of this RFP, a “project” is a single contract from a single client.
6. The selection committee will only review and score past performance reports for three projects.

A past performance report includes the following:

1. **Client company name**
2. **Contact information** for a point of contact authorized to speak for the company as a reference, including
   a. Full name
   b. Title
   c. Phone number
   d. E-mail address

   The selection committee reserves the right to contact the client company to verify the information provided in the past performance report.

3. **Scanned copy** of the purchase order/contract being used for the past performance report
   a. Please ensure it is fully legible. Illegible or partially legible scans will be not be considered, and the past performance report will not be scored.
   b. The information indicated in the scanned PO/contract must tally with the information described/provided in the narrative description in the table below.
   c. The scanned PO/Contract must provide visibility into the scope, size, and value of the project.
4. **Narrative description** of the project
   a. This should, at a minimum, include explicit discussion of how the project cited is comparable to the work being commissioned through the current RFP. Be sure to highlight key points of interest, including the SOW, specifications of the products, materials/processes used, the quantity involved, the financial magnitude of the project, etc.
b. Bidders are directed to indicate the currency in which the contract was denominated (US dollars, Euros, etc.) For comparison’s sake, RTI will apply the exchange rates listed by Oanda Currency Conversion Website (https://www1.oanda.com/currency/converter) for the date of the contract to arrive at their applicable USD values at the dates of the contracts/ LPOs.

Table 1: Past Performance Report 1

<table>
<thead>
<tr>
<th>Client Company Name</th>
<th>Contact Information</th>
<th>Name:</th>
<th>Title:</th>
<th>Phone #:</th>
<th>E-mail:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Scanned Copy of LPO</td>
<td>PO/Contract Number:</td>
<td>Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Narrative Description</td>
<td>Scope: (Nature of the work done, geographical location, and duration it took to complete)</td>
<td>Value: (Total value of the contract)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Table 2: Past Performance Report 2

<table>
<thead>
<tr>
<th>Client Company Name</th>
<th>Contact Information</th>
<th>Name:</th>
<th>Title:</th>
<th>Phone #:</th>
<th>E-mail:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Scanned Copy of LPO</td>
<td>PO/Contract Number:</td>
<td>Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Narrative Description</td>
<td>Scope: (Nature of the work done, geographical location, and duration it took to complete)</td>
<td>Value: (Total value of the contract)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Client Company Name</td>
<td>Name:</td>
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<td>E-mail:</td>
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</tbody>
</table>

**Scanned Copy of LPO** [embed file here]

- **PO/Contract Number:**
- **Date:**

**Narrative Description** [narrative description here; expand cell as necessary]

- **Scope:**
  - (Nature of the work done, geographical location, and duration it took to complete)

- **Value:**
  - (Total value of the contract)