## Request for Quote/Proposal (RFQ/RFP)

<table>
<thead>
<tr>
<th>Commodity/Service Required:</th>
<th>Food Environment Data Collection and Analysis (Personal food environment component and/or the Market systems assessment.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Procurement:</td>
<td>Purchase Order</td>
</tr>
<tr>
<td>Type of Contract:</td>
<td>Firm Fixed Price</td>
</tr>
<tr>
<td>Contract Funding:</td>
<td>USAID Liberia</td>
</tr>
<tr>
<td>This Procurement supports:</td>
<td>Feed the Future Liberia Food Security, Nutrition, and Resilience (FSNR)</td>
</tr>
<tr>
<td>Submit Proposal to:</td>
<td><a href="mailto:info-fsnr@rti.org">info-fsnr@rti.org</a></td>
</tr>
<tr>
<td>Date of Issue of RFP:</td>
<td>June 15, 2023</td>
</tr>
<tr>
<td>Date Questions from Supplier Due:</td>
<td>June 22, 2023</td>
</tr>
<tr>
<td>Date Proposal Due:</td>
<td>June 30, 2023 by 5:00pm Liberia (Monrovia/West African) Time</td>
</tr>
<tr>
<td>Approximate Date Purchase Order Issued to Successful Bidder(s):</td>
<td>On or around July 17, 2023</td>
</tr>
</tbody>
</table>

### Method of Submittal:

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:

FSNR/2023/021

### 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](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:

RTI was awarded the USAID Feed the Future Food Security, Nutrition and Resilience (FSNR) activity on January 31, 2023. The goal of the 5-year activity is to increase agriculture led economic growth, through improved productivity to enhance food security and nutrition. FSNR promotes a shift from a historic focus on rice and cassava towards a diverse mix of nutritious and high-value crops. The activity will promote food security and nutrition by increasing the production, availability, utilization, and demand for diverse, nutritious, and high value crops. The sustainable intensification of diverse high-value crops will increase farmers’ incomes, strengthen household and community resilience, and promote broad economic growth. This activity will also contribute to the cross-cutting priorities of inclusive development, gender equality, youth engagement, and sustainable climate-smart agriculture. FSNR will strengthen women’s and youth’s access to productive assets such as land, increase access to formal financial services, and improve access to and utilization of nutritious foods. The activity will reach 15,000 farmers, 65% of whom will be women, and 50% will be youth and cover the following counties: Bong, Grand Bassa, Lofa, Margibi, Montserrado and Nimba.

RTI will use its Food Environment Toolkit (FET) (see Figure 1 for conceptual framework) to collect consumer preferences for nutritious foods and guide the selection of values chains to ensure FSNR invests in farmers producing and adding value to crops that not only contribute to improved nutrition but are also market oriented. RTI has already identified categories of nutritious foods with potential for increased demand and supply across the six counties where the activity is being implemented. The activity has consulted with key stakeholders on the prioritization of the selected nutritious foods. The activity is now seeking data collection services to understand consumer preferences for the selected nutritious foods and the market dynamics that may affect the value chain for these foods.

The personal domain and market systems studies will determine desirability, nutrition benefits, gender preferences, acceptability, and market characteristics. Combined, the FET will inform decision making and prioritization in the implementation of the FSNR activity and inform the strategy for the transformation of livelihoods, food security and nutrition at household level in Liberia.

**Figure 1. Food environment conceptual framework** (from Turner et al.)
FSNR has already administered in house the first preliminary assessment, nutritious foods selection matrix, and has identified a short-list of priority value chains. These foods are listed in Table 1 below and will be the foods to be examined through the personal domain questionnaire and market assessment. Table 1 also lists potential counties where the foods are currently grown and widely consumed.

FSNR is now requesting applications from a data collection firm to administer the remaining two assessments, the personal domain questionnaire and/or the market systems assessment.

**NOTE:** Prospective firms can apply to administer one or both of the assessments.

Table 1: FSNR operational counties and selected nutritious foods

<table>
<thead>
<tr>
<th>S/No.</th>
<th>County</th>
<th>Nutritious Foods</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Bong</td>
<td>Poultry</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Groundnuts</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Orange fleshed sweet potatoes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Beans</td>
</tr>
<tr>
<td>2</td>
<td>Grand Bassa</td>
<td>Poultry</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Groundnuts</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Orange fleshed sweet potato</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bean</td>
</tr>
<tr>
<td>3</td>
<td>Lofa</td>
<td>Poultry</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Orange fleshed sweet potato</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Groundnut</td>
</tr>
</tbody>
</table>
### Purpose

The primary purpose of this Scope of Work is to outline tasks to be performed by the data collection firm to investigate and analyze the **personal food environment component** and/or the **market systems assessment**. For analysis of the personal food environment, we will use FGDs and surveys with mothers of children less than 5 years, which is a priority target group for this study. While for the market systems assessment, we will use both quantitative and qualitative data collection tools.

**Note:** The contract start date is assumed to be July 17, 2023, for the purposes of building the timeline below. This can vary depending on the actual contract start date.

### Product or Service Expectations (both if applicable):

#### 1. PERSONAL DOMAIN COMPONENT

The data collection firm will be responsible for administering the pre-determined questionnaires and reporting to RTI International. RTI will provide the questionnaires and protocol. It is preferred that the firm will use experienced professionals who handled similar studies with a focus on personal domain specific to food environment and market systems. Therefore, experience in collecting and analyzing nutrition-sensitive agriculture data on personal domain is a key requirement. There are 6 tasks for the personal domain component as follows:

#### Task 1: Data Collection Plan: (July 17 – 19, 2023)

RTI perceives the data collection firm as an active partner in planning and managing the research activities and participate in dissemination of the results. As a partner, the firm is expected to make every effort to complete the research activities successfully with the highest quality standards, and support RTI in completing the tasks while satisfying the requirements of the study. This necessitates a clear workplan and ongoing communication with designated RTI staff.
Subtask 1A. Workplan. The firm will provide RTI with a detailed implementation plan for the personal domain study covering the FSNR activity counties. The initial workplan will be Deliverable #1.

Subtask 1B. Communication. The Project manager of the firm will participate in a weekly check-in call with RTI (via Zoom and in-person). They will agree on an agenda with RTI the day before each meeting and identify others who will contribute or benefit from participation (and invite them). Outside of this weekly meeting, the Project manager will be copied on all email correspondence and be responsible for ensuring prompt follow-up and response, generally within 24 hours.

Task 2: Pretest Data Collection Tools: (July 20 – 25, 2023)
- Program the survey questionnaire in ODK, Survey CTO, Kobo, or similar CAPI system.
- Test the draft CAPI tool (in English) and make necessary revisions. This tool will be used in all 6 counties, programmed in simple English.
- Coordinate a 2-day data collection (both qualitative and quantitative) and related survey methodologies training for data collectors in centrally located place. The training for the survey is expected to be 3 days maximum and shall include a pilot of the data collection tool and procedures.
- Revise and update the questionnaires based on the pre-testing. Deliverable #2
- With support from RTI staff, coordinate with the County Agriculture Coordinator’s Office and County Health Team for sampling in the counties listed in Table 1; and then sample 10 women per county using random route walks per county.
- Develop a recruitment plan for the FGDs in each county and coordinate recruitment plan.

Task 3: Conduct Data Collection (July 31 – August 18, 2023)
- Conduct 600 survey interviews (200 to cover Bong, Grand Bassa, Margibi, Montserrado; 200 in Lofa; and 200 in Nimba) with women with children < 5 years in each selected county. Each interview will cover 4 food categories. The survey tool will take 45 minutes to 1 hour per survey. (July 31 – August 18, 2023).
- Share survey data with RTI using a secure transfer system (for each county). The survey dataset will be Deliverable #3.

Task 4: Conduct Qualitative data collection (August 18 - 31, 2023).
- Develop training materials for qualitative data collectors and notetakers (to be used in all 6 counties) and conduct the training. The training for the FGDs is expected to be 1-2 days. The training shall include pre-testing of the data collection tool and procedures.
- Conduct 2 FGDs with women with children < 5 years for each selected nutritious food (up to 8 FGDs total) in each county. (by August 31, 2023)
• Digitally record FGDs in each county. Take photos and capture paper versions of the participatory results. Enter participatory results into an Excel template provided by RTI.

• Transcribe the FGD recordings in each county and conduct qualitative analysis.

• Provide FGD summary memos or similar from the FGD analysis for all 6 counties to RTI. Deliverable #4.

Task 5: Final report: September 15, 2023

• Final report that includes the quantitative and qualitative findings in a format mutually agreed upon with RTI. Deliverable #5

• RTI will integrate these findings into a final report that also includes the background, objectives, methods, and implications for food environment programming (RTI will write these sections). The data firm will be required to review and provide comments on the final report prepared by RTI (on approximately Sept. 20, 2023, with 1 -2 day turn around).

Task 6: Participate in FET study findings dissemination workshops with stakeholders and national and county level (September 25 – 30, 2023)

• Present findings at multi-stakeholder workshops at national level and in each county. Power point slides will serve as Deliverable #6.

II. EXTERNAL DOMAIN COMPONENT

Markets play an essential role in household nutrition. We are seeking a data or market firm to conduct market systems survey on pre-selected nutritious foods shown in Table 1 above. The firm will collect data in parallel to the Personal Domain survey described above. In Liberia, significant percentage of rural households purchase their foods from nearby local markets while urban households purchase almost all their food stuff from the market, which is like levels recently reported for the Sahel and West Africa. Markets provide opportunities for households to purchase a wider variety of foods than they may produce at home, and the resulting dietary diversity predicts improved nutrition outcomes for young children. To date, agricultural market system programming has primarily focused on increasing farmers’ production and storage of nutritious foods (far left in Figure 1) and increasing people’s ability to access and pay for nutritious foods, while nutrition programming typically seeks to increase desirability of nutritious foods for the diets of women and young children, components of the personal domain in Figure 1. However, little work has been done to ensure that food systems facilitate the acquisition and consumption of nutritious foods through the dimensions shown in the external domain in Figure 1.

The market study will inform our strategy for developing key messages to promote adoption

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1 Turner et al. (2020). Food environment research in low- and middle-income countries: A scoping study. Advances in Nutrition, 11:387-397,
of growing and consuming nutritious foods and have better understanding of the market demands to promote appropriate post-harvest processing and packaging of foods. The data collection firm will be an integral part of the FSNR team, conducting and reporting on market system assessments; participating in sessions/workshops to reflect on learning from the nutrition component of the study and how it relates to the market systems; and conducting and reporting on a stakeholders’ workshop.

RTI will provide a list of the key informant interviews, the draft questions and protocol.

**Tasks & Deliverables**

The responsibilities for the market system component of the FSNR are detailed below. There are 5 main tasks, as follows:

**Task 1. Management & Coordination**

- RTI perceives the data collection firm as an active partner in planning research activities, carrying out a mix of quantitative and qualitative research, and convening a workshop to disseminate the research findings and recommendations. As a partner, the firm is expected to make every effort to assist in completing research activities successfully with the highest quality, and support RTI in completing the project while satisfying the requirements of the study. This necessitates a clear workplan and ongoing communication with RTI staff.
  - **Subtask 1A. Communication.** Communication between the firm and RTI will take place through emails, telephone and zoom or Skype. All communication will be in English. In addition to regularly scheduled calls, the consultant will be expected to maintain regular contact with RTI by email, generally responding within 24 hours after correspondence is received.

**Task 2. Conduct market system assessment for market provision of target foods, including a map of market actors**

- Provide inputs and consultation to the RTI research team for desk review and selection of value chains.
- Collect and review secondary data and reports related to the target food systems in Liberia (e.g., production and market statistics).
- Carry out approximately 40-50 KII interviews, analyze results and write assessment reports structured in part by the four external environment domains (see Figure 1).

**Task 3. Participate in learning sessions/ stakeholders’ workshop and generate recommendations**

- Participate in learning sessions/workshop with RTI technical team to review findings.
- Draft proposed recommendations.
• Follow up with stakeholders as needed for ground truthing of recommendations and gather further insights.
• Prepare list of invitees, facilitation guides, and interactive activities.
• Co-facilitate the stakeholders’ workshop with RTI to further develop recommendations

**Task 4. Write synthesis of workshop outcomes and summary of study**

• Final deliverables are to be completed no later than September 15, 2023. A schedule of deliverables is included below in **Table 2**.

### Deliverables, Timelines, Special Terms and Conditions:

#### I. PERSONAL DOMAIN COMPONENT

**Table 1. Deliverables with illustrative due date**

<table>
<thead>
<tr>
<th>Deliverable Number</th>
<th>Deliverable</th>
<th>Illustrative due date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Data collection workplan</td>
<td>July 17, 2023</td>
</tr>
<tr>
<td>2</td>
<td>Adapted data collection tools based on pre-testing</td>
<td>July 25, 2023</td>
</tr>
<tr>
<td>3</td>
<td>Train enumerators and conduct data collection</td>
<td>July 25 - 28, 2023</td>
</tr>
<tr>
<td>4</td>
<td>Conduct qualitative data collect, and organize the transcript</td>
<td>August 31, 2023</td>
</tr>
<tr>
<td>5</td>
<td>Final report</td>
<td>September 15, 2023</td>
</tr>
<tr>
<td>6</td>
<td>Participation in multi-stakeholder workshop (PowerPoint slide presentations)</td>
<td>September 25, 2023</td>
</tr>
</tbody>
</table>

#### II. EXTERNAL DOMAIN COMPONENT

**Table 2. Deliverables with illustrative due date**

<table>
<thead>
<tr>
<th>Deliverable Number</th>
<th>Deliverable</th>
<th>Illustrative due date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Training of enumerators and adaptation of</td>
<td>July 17, 2023</td>
</tr>
</tbody>
</table>
research tools

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>2</td>
<td>Single stage market system data collection/assessment, including a map of market actors</td>
<td>August 18, 2023</td>
</tr>
<tr>
<td>3</td>
<td>Plan and conduct stakeholders’ workshop</td>
<td>September 15, 2023</td>
</tr>
<tr>
<td>4</td>
<td>Write synthesis of workshop outcomes and summary of study</td>
<td>September 25, 2023</td>
</tr>
<tr>
<td>5</td>
<td>Final report</td>
<td>September 30, 2023</td>
</tr>
</tbody>
</table>

**Special Terms for the Personal Domain and External Domain Components**

**Period of Performance**

Estimated from date of award on/around July 17, 2023, through September 30, 2023.

This SOW and costs estimates include all direct costs associated with completion of the research deliverables.

**Reporting Line**

Will report to the *Deputy Chief of Party (DCOP), Seraphine Ramto* or designate.

**Key Qualifications**

**Lead Researcher**

- Master degree with 3 years of relevant experience in Liberia and expertise in nutrition and/or market systems research.
- Proven ability and experience in qualitative and quantitative research methods, including data collection, analysis, reporting and dissemination.
- Fluent in local language(s).
- Excellent English-language communication, writing, editing and presentation skills.
- Strong interpersonal skills and proven ability to convene local stakeholders.
- *Preferred*: A record of publications or research work related to nutrition and drivers of food choice in Liberia or West Africa.

**Research Team**

- The research team lead must be conversant with Liberia context and the research assistants must be qualified research assistants to support qualitative and quantitative data collection and analysis activities.
- Technical experts with experience in nutrition, food and market systems.
- Native fluency in local language(s), and other relevant local languages.
- Excellent English language communication, writing, and presentation skills.

## Pricing

Please organize the budget within the three categories below and include the units needed, price per unit, and total price. The contract will be paid as a fixed price deliverable-based contract (see schedule above). Budgets should include all applicable taxes required by law.

<table>
<thead>
<tr>
<th></th>
<th>Units needed</th>
<th>Price per unit</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Staffing/Consultants</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(list one named staff or consultant, # of supervisors as well as enumerators and their role, on each line)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Logistical Expenses</strong></td>
<td></td>
<td></td>
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<tr>
<td>(include transportation, accommodation, etc. organized by the tasks in the SOW, with one item per line)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Other expenses</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

   Gibson Street, Adjacent LIPA Office, Monrovia, Liberia

   *(insert full address of the office)*

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

   USAID/Liberia

   *(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 regard to this RFQ/RFP must be in writing through email/letter directed to:

FSNR Team

at this email address:

info-fsnr@rti.org

The cut-off date for questions is:

June 22, 2023

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

7. **Documentation**: The following documents will be required for payment for each item:
   (a) A detailed invoice listing Purchase Order Number, Bank information with wiring instructions (when applicable)
   (b) Packing List
   (c) All relevant product/service documentation (manuals, warranty doc, certificate of analysis, etc.)


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)
   a. Proposed budget based on counties selected for the study and describe any resources; physical assets such as vehicles, data servers, tablets, etc. for each county. For the proposed stakeholders’ workshop, the FSNR management will provide the logistical support in stakeholder identification and workshop venues, and associated costs while the data collection firm meet their own local travel, communications, and field assistance.

(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.**

As part of Past Performance: One or Two level of studies conducted by the firm that will cover all 6 counties of the FSNR activity – including their name, scope, timeline (start to finish), country coverage, link to final report, client reference including contact information.

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 _____ 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: