**Request for Proposal (RFP)**

<table>
<thead>
<tr>
<th>Commodity/Service Required:</th>
<th>Security Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Procurement:</td>
<td>Service</td>
</tr>
<tr>
<td>Type of Contract:</td>
<td>Not-to-Exceed (NTE) Ceiling Price</td>
</tr>
<tr>
<td>Term of Contract:</td>
<td>Five years, beginning on/about September 2020</td>
</tr>
<tr>
<td>Contract Funding:</td>
<td>TBD</td>
</tr>
<tr>
<td>This Procurement supports:</td>
<td>USAID/Mali Global Food Security Strategy (GFSS) Implementation</td>
</tr>
<tr>
<td>Submit Proposal to:</td>
<td>Mohamed Jallow <a href="mailto:mjallow@rti.org">mjallow@rti.org</a></td>
</tr>
<tr>
<td>Date of Issue of RFP:</td>
<td>November 11, 2019</td>
</tr>
<tr>
<td>Date Questions from Supplier Due:</td>
<td>November 15, 2019</td>
</tr>
<tr>
<td>Date Proposal Due:</td>
<td>December 5, 2019</td>
</tr>
<tr>
<td>Approximate Date Purchase Order Issued to Successful Bidder(s):</td>
<td>On/about September 2020</td>
</tr>
</tbody>
</table>

**Method of Submittal:**

Via email to Mohamed Jallow: mjallow@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:** Mali-2019-001

**Attachments to RFP:**

1. Attachment “A” – Commodity Specifications
2. Attachment “B” – Instructions to Bidders/Sellers
3. All PO Terms and Conditions are listed on our website at forth at: [http://www.rti.org/POterms](http://www.rti.org/POterms), [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_Clausess_Commercial_Items.pdf](http://www.rti.org/files/PO_FAR_Clausess_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

Description of Activity/Service:

RTI has worked internationally for over 40 years and is a trusted implementing partner of U.S. Agency for International Development (USAID) programs. We work closely with the private sector, local and international partners, and partner governments to expand economic growth, implement successful institutional reforms, demonstrate effective policy reform, and improve nutrition, health systems, and education. In 2014, RTI inaugurated the Food Security and Agriculture Division (FS&Ag) as part of its International Development Group (IDG), building on years of previous work in agriculture, nutrition, economic growth, and related fields. The FS&Ag division is focused on supporting stronger, more resilient, and more nutritious global food systems. The FS&Ag Division is pursuing upcoming opportunities with USAID in Mali.

RTI International seeks a qualified firm to provide a security services in Bamako and Sikasso necessary for successful implementation of the expected USAID/Mali GFSS Implementation project. For this anticipated five-year project, expected services include office and residential security, access control, security upgrades (as needed), vehicle tracking and armed transportation. All quotes should be provided in USD. This award is contingent upon the award and funding of the USAID/Mali GFSS Implementation Project to RTI International.

Place of Performance: Bamako, Sikasso and its vicinities
Period of Performance: on/about September 2020—August 2025

Service Expectations:
Supplier shall provide the following products and services:

**Part A: Office Services**

A.1 Office Security Services
- Office premises MUST have 24-hour security guard and surveillance service.
- Guard force: Maintain a daily attendance roster for all guards on duty where each guard signs in and out. SOPs on hand for security protocols and procedures. If guards have weapons, weapons licenses must be maintained at all time and available for review upon request. Guard training log and testing should be available for review upon request.

A.2 Office Security Upgrades
- Compliance with MOSS and UNDSS: The premises and all services provided must comply with the Minimum Operating Security Standards (MOSS) and UNDSS requirement or its equivalent.
- Wall protection: Side walls should meet specifications to protect from shrapnel and small arms fire.
- Doors: All doors in the occupied area of the facility must open outwards.
- Perimeter Wall: Perimeter wall must be fully protected by barbed wire and ensure that it
is well maintained to prevent low points or missing segments of wire making it easy to enter.

- Smoke alarms and fire extinguishers should be installed and available in each office building floor.
- CCTV: Install a fully operational CCTV system (see component 3)

### A.3 Access Control

- CCTV System: A fully monitored CCTV system. All access points into the office should be monitored by the CCTV.
- CCTV Operators: Maintain a daily attendance roster for all operators on duty where each operator signs in and out. SOPs on hand for CCTV monitoring protocols and procedures.

### A.4 Incident Reports

- Submit a daily report on all serious incidents that they observe, suspect, or in which they were participants and send it to the RTI Security Manager.

### A.5 Vehicle Tracking

- Provide trackers for three RTI owned vehicles that can operate in areas where cell phone coverage is unreliable.
- Provide trackers for other requested transportation vehicles, such as rentals.

### Part B – Movement Services

#### B.1 Armed Transportation

- Provide soft-skin and/or hard-skin 4x4 vehicles with security driver and armed close protection office as requested. This will include drivers, fuel, vehicles, and maintenance costs associated with these vehicles. If an incident renders a vehicle unusable, the vendor will immediately replace the vehicle with another from its fleet.
- Prior to each trip, the vendor must present a narrative description of their proposed configuration of transportation and security for the specified location.

#### B.2 Facilitating Movements

- Provide drivers and other security personnel as necessary based on RTI's Journey Management Policy to facilitate movements around Bamako and Sikasso. This may include CPOs or other personnel as agreed upon between the vendor and RTI's Security Manager.

#### B.3 Incident Reports

- Submit an incident report within one (1) hour of incident or in the event of an ongoing incident as soon as they are able. Submit an updated incident report within twenty-four (24) hours after the incident.

#### B.4 Movement Work Orders

- RTI will issue work authorizations based on anticipated number of trips, location, and the security level.
- The work authorizations will be based on the Fixed Rates in the Annex 2 Pricing Table.

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

N/A
## Pricing

### Annex 1: Pricing Table for Part A – Office Services

<table>
<thead>
<tr>
<th>Line Item</th>
<th>Unit Quantity</th>
<th>Bamako Area</th>
<th>Sikasso Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Office Security Services</td>
<td>Per month (1x guard per day)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Office Security Upgrades</td>
<td>One-time upgrade at beginning of service</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Access Control</td>
<td>Per month (1x CCTV monitor per day)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Vehicle Tracking</td>
<td>Project Vehicles: Per tracker per month</td>
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</tbody>
</table>

### Annex 2: Pricing Table for Part B – Movement Services

<table>
<thead>
<tr>
<th>Line Item</th>
<th>Unit Quantity</th>
<th>Bamako Area</th>
<th>Sikasso Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. Transportation</td>
<td>Per day (1x vehicle <strong>soft skin</strong> 4x4 vehicle)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Per day (1x vehicle <strong>hard skin</strong> 4x4 vehicle)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Per day (1x close protection officer)</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

| 3040 East Cornwallis Road |
| Research Triangle Park, NC, United States 27709-2194 |
| Tel: 919 541 6000 |

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 RFQ/RFP. All information presented in the Sellers quote/proposal will be considered during RTI’s evaluation. Failure to submit the information required in this RFQ/RFP may result in Seller’s offer being deemed non-responsive. Sellers are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach RTI’s office designated in the RFQ/RFP by the time and date specified in the RFQ/RFP. Any offer, modification, revision, or withdrawal of an offer received at the RTI office designated in the RFQ/RFP after the exact time specified for receipt of offers is “late” and may not be considered at the discretion of the RTI Procurement Officer. The Seller’s proposal shall include the following:

(a) The solicitation number:
(b) The date and time submitted:
(c) The name, address, and telephone number of the seller (bidder) and authorized signature of same:
(d) Validity period of Quote:
(e) A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary.

(f) If RTI informs Seller that the Commodity is intended for export and the Commodity is not classified for export under Export Classification Control Number (ECCN) “EAR99” of the U.S. Department of Commerce Export Administration Regulations (EAR), then Seller must provide RTI the correct ECCN and the name of Seller’s representative responsible for Trade Compliance who can confirm the export classification.

(g) Lead Time Availability of the Commodity/Service.

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

(i) Special pricing instructions: Price and any discount terms or special requirements or terms (special note: pricing must include guaranteed firm fixed prices for items requested.

(j) Payment address or instructions (if different from mailing address)

(k) Acknowledgment of solicitation amendments (if any)

(l) Past performance information, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including points of contact with telephone numbers, and other relevant information)

(m) Special Note: The Seller, by his response to this RFQ/RFP and accompanying signatures, confirms that the terms and conditions associated with this RFQ/RFP document have been agreed to and all of its attachments have been carefully read and understood and all related questions answered.

4. **Forms:** Sellers (potential bidders or suppliers) must record their pricing utilizing the format found on Attachment “A”. Sellers must sign the single hardcopy submitted and send to address listed on the cover page of this RFQ/RFP.

5. **Questions Concerning the Procurement.** All questions in regards to this RFQ/RFP to be directed to

Mohamed Jallow

at this email address:

mjallow@rti.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/poterm](http://www.rti.org/poterm), [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 RFQ/RFP will be most advantageous to RTI, price and other factors considered. The award will be made to the Seller representing the **best value** to the project and to RTI. For the purpose of this RFQ/RFP, price, delivery, technical and past performance are of equal importance for the purposes of evaluating, and selecting the “best value” awardee. RTI intends to evaluate offers and award an Agreement without discussions with Sellers. Therefore, the Seller's initial offer should contain the Seller’s best terms from a price and technical standpoint. However, RTI reserves the right to conduct discussions if later determined by the RTI Procurement Officer to be necessary.

   The evaluation factors will be comprised of the following criteria:
   (a) **PRICE.** Lowest evaluated ceiling price (inclusive of option quantities).
   (b) **DELIVERY.** Seller provides the most advantageous delivery schedule.
   (c) **TECHNICAL.** Items/Services shall satisfy or exceed the specifications described in RFQ/RFP Attachment A.
   (d) **PAST PERFORMANCE.** - Seller can demonstrate his/her capability and resources to provide the items/services requested in this solicitation in a timely and responsive manner.
   (e) **OTHER EVALUATION CRITERIA.**

| N/A |

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.

**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: ________________________________