Request for Quote/Proposal (RFQ/RFP)

<table>
<thead>
<tr>
<th>Service Required:</th>
<th>Data Quality Assessment - Supervision Excel Tool</th>
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<tbody>
<tr>
<td>Type of Contract:</td>
<td>Firm Fixed Labor Rate</td>
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<tr>
<td>Term of Contract:</td>
<td>Up to 8 weeks</td>
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<tr>
<td>Contract Funding:</td>
<td>USAID Award Number AID-OAA-A-11-00048</td>
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<tr>
<td>This Procurement supports:</td>
<td>NTD Monitoring and Evaluation</td>
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<tr>
<td>Submit Proposal to:</td>
<td>Amanda Cordray (<a href="mailto:acordray@rti.org">acordray@rti.org</a>)</td>
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<tr>
<td>Date of Issue of RFP:</td>
<td>June 14, 2018</td>
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<td>Date Questions from Supplier Due:</td>
<td>June 19, 2018</td>
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<td>Date Proposal Due:</td>
<td>June 25, 2018</td>
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<tr>
<td>Approximate Date Purchase Order Issued to Successful Bidder(s):</td>
<td>June 29, 2018</td>
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Method of Submittal:
Respond via e-mail to the contact above with your firm fixed labor rate, resume, and cover letter in .pdf format. Only short-listed candidates will be contacted.

The Bidder/Seller agrees to hold the prices in its offer firm for 120 days from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP/RFQ.

Solicitation Number: IDG-FY18-ENVISION-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. (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

The ENVISION project is an eight-year project funded by the U.S. Agency for International Development (USAID) aimed at providing assistance to national neglected tropical disease (NTD) control programs for the control and elimination of seven targeted NTDs. ENVISION’s goal is to contribute to the global goal of reducing the burden of targeted NTDs so that they are no longer a public health problem.

RTI International’s ENVISION project, funded by USAID, is looking for a consultant/organization to create an Excel tool for an updated Data Quality Assessment - Supervision (DQAS) process.

Scope of Work:
The selected consultant/organization would work with ENVISION’s Senior M&E Specialist and RTI Global Health Division’s Informatics Specialist to do the following:

- Build an Excel tool to accommodate the following requirements:
  - Ease of updating of questions in the questionnaire, for either updates to the global questionnaire and/or tailoring to country context. Ideally there would be a change on a master sheet and this would be incorporated into all the sheets.
  - Incorporate data from multiple sites
  - Incorporate data from 1-5 indicators
  - Ease of translating (including drop-down options, data analysis, etc.)
  - Polished outputs that can be easily copy/pasted into other Microsoft files (Word, PPT, etc.)
  - Ability to easily and legibly print questionnaire

The consultant/organization will use an Agile Software Development approach, with weekly meetings with the RTI team to set priorities. The consultant/organization will work on user stories/priorities only as agreed upon with the RTI team.

Period of Performance:
July 9-Aug 31, 2018

Anticipated Level of Effort (LOE):
10-12 days
Deliverables:
- Excel-based DQAS tool
- Weekly updates

Requirements:
- **Proven experience developing Excel-based tools for public health programs, including macros.** As part of the application submission, please include a description of one tool that you’ve developed and send a copy of the tool.
- **Proven experience working with contractors using an Agile Software Development Approach.** As part of the application submission, please describe how you have used an Agile Software Development approach to develop a product.
- **Knowledge of best practices with respect to data quality and management**
- **Familiarity with NTDs preferred**

Service Expectations

**Expected Schedule:** The consultant’s schedule is estimated to be up to 10-12 days over 8 weeks, with the possibility of some variance.

Timelines, Special Terms and Conditions:

**Timing:** The consultant’s assignment is anticipated to commence in July 2018, for an estimated eight (8) week period.

**Work Location:** United States

**Labor Rate of Pay:** Please provide a per hour labor rate for the expected schedule as described above. Please indicate any conflicts with your availability based on the timing and expected schedule.

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

Signature:  
Title:  
Date:
Attachment “B”
Instructions to Bidders/Sellers

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

2. **Procuring Activity**: This procurement will be made by Research Triangle Institute (RTI International), located at

| 3040 East Cornwallis Road  |
| Research Triangle Park, NC 27709  |
| USA |

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

| US Agency for International Development (USAID) ENVISION Project |

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) An updated Curriculum Vitae.

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

(h) 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).

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

(j) Acknowledgment of solicitation amendments (if any)

(k) 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)

(l) **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

   **Amanda Cordray**

   at this email address:

   acordray@rti.org

   The cut-off date for questions is:

   5:00 p.m. EST on Tuesday, June 19, 2018

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)
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). 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 conforming 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:
    - Applicants will be evaluated based on academic background and relevant professional experience to be demonstrated in: monitoring and evaluation, data quality and management, public health, and the development of tools in Excel including macros.

12. **Award Notice**: A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful supplier within the time acceptance specified in the offer, shall result in a binding contract without further action by either party.

13. **Validity of Offer**: This RFP in no way obligates RTI to make an award, nor does it commit RTI to pay any costs incurred by the Seller in the preparation and submission of a proposal or amendments to a proposal. Your proposal shall be considered valid for 120 days after submission.

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

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