## Request for Proposal (RFP)

| **Commodity/Service Required:** | Survey villages and communes in 3 districts in Siem Reap (Banteay Srey, Siem Reap, and Saut Nikum) and complete a phone survey of NGOs nationally to determine educational services that are currently being delivered to children with disabilities. Create a database and populate it with information gathered from these two surveys. |
| **Type of Procurement:** | Purchase Order |
| **Type of Contract:** | Fixed Price with Payment Milestones |
| **Term of Contract:** | 60 Days after PO is signed |
| **Contract Funding:** | USAID Funded Project |
| **This Procurement supports:** | All Children Reading Cambodia |
| **Submit Proposal to:** | Claire Wyatt |
| **Date of Issue of RFP:** | November 6, 2017 |
| **Date Questions from Supplier Due:** | November 10, 2017 at 14:00 Cambodia Time |
| **Date Proposal Due:** | November 16, 2017 at 14:00 Cambodia Time |
| **Approximate Date Purchase Order Issued to Successful Bidder(s):** | November 30, 2017 |

**Method of Submittal:**

Respond via email, with proposals as an attachment in Word/pdf format, to ACRprocurement@rti.org

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:** | ACR Cambodia/RFP/2017-002 |

**Attachments to RFP:**

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

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<td>The US Agency for International Development (USAID) is funding the All Children Reading-Cambodia project to assist the Government of Cambodia to improve the early grade reading skills of children in grades 1 to 3. The project will assist the Ministry of Education, Youth and Sport (MoEYS), its development partners (DPs), nongovernmental organizations (NGOs), and the private sector to harmonize early grade reading teaching and learning approaches in Cambodia and coordinate and support the implementation of rigorous, feasible, practical, and scalable early grade reading interventions and models in Cambodia.</td>
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In addition, the All Children Reading-Cambodia project will promote, support and pilot activities aimed at ensuring that improvements in early grade reading can benefit children with disabilities. This includes:

- helping schools provide quality education for all children, including those with all kinds of disabilities¹
- ensuring children with disabilities can meaningfully participate in the learning process and academically perform better in early grade reading and writing; and
- helping education system support mechanisms and policies be more inclusive, relevant and responsive to the needs of children, in particular to children with disabilities.

It is in the context of the project’s intention to support the MoEYS in better promoting and delivering inclusive education that All Children Reading-Cambodia is proposing to conduct a situation analysis of educational provisions for children with disabilities. This situation analysis is intended to provide All Children Reading-Cambodia with information to describe and map the currently available educational services in Cambodia for primary-aged children with disabilities, with a particular focus on the districts of Banteay Srey, Siem Reap, and Saut Nikum in Siem Reap.

The situation analysis will be a collaborative team effort that will be led by RTI technical experts with input from a local consultant, an international consultant, and data collected by a research firm. The RTI technical team will be responsible for writing a final report on the status of educational services for children with disabilities and will be sharing the findings from this report with counterparts at the

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¹ This includes children who are deaf/hard of hearing, blind/low vision and have cognitive, developmental, physical and learning disabilities.
The research firm will be expected to work closely with the RTI technical team throughout the scope of work, answer questions on the information being gathered, etc.

**Scope of work for research firm**

1. **Survey villages and communes in 3 districts in Siem Reap (Banteay Srey, Siem Reap, and Saut Nikum)** with a questionnaire that gathers information on any/all organizations providing any kind of educational, developmental or social service to children with disabilities (either in formal school settings, informal educational settings, home-based or otherwise) and/or their families.

   This information should include details regarding the types of services provided, as well as information on the scale and scope of their work in the province. This task includes surveying at the village and commune levels to identify smaller and informal DPOs, parents’ groups and self-help groups as well as more formal service providers.

   The research team will propose a method for data collection. They will work closely with the RTI technical team to develop the survey tool, before training enumerators and collecting the data.

2. **Complete a phone survey of NGOs** to gather information on services that are offered for children with disabilities and the number of children served. The research organization will gather information on training programs. These NGOs should be national and not limited to the 3 districts in Siem Reap.

   The research team will work closely with the RTI technical team to develop the phone survey instrument before conducting the survey.

3. **Create and populate a dataset of national services for children with disabilities.** The database will be populated with all information gathered in points 1 and 2 above, including organizations or governmental entities providing services to children with disabilities or their families, as well as advocacy groups and DPOs across Cambodia. The database should include information regarding the type of organization, a description of the type of services provided, information on the number of schools or centers operated (if any), the types of projects currently being implemented, and the number of children with disabilities and/or families being served and the nature of the child’s disabilities. This would include organisations developing and/or deploying adaptive technologies of any kind to assist in the education of children with disabilities. For each type of adaptive technology currently being developed or deployed, document information regarding its availability, current scope of use, its cost, and the required training/support needed for it to be successfully used.

   The research firm is expected to work closely with the RTI technical team in the design of the database.
Product or Service Expectations (both if applicable):

**Requirements**
The research firm would be expected to have the capacity to supply and train enumerators with tablets for field work data collection in order to minimize the risk of errors with data entry and expedite this work. They should have demonstrated experience using these methods.

The research firm should be a legally registered Cambodian company, fully tax and labor law compliant. They will have at least 3 years demonstrated experience conducting research in Cambodia, including the education and disability sectors. Applications will be expected to show an understanding of disability issues in Cambodia.

Applications from firms who have people with disabilities represented within their staff teams and leadership are strongly encouraged.

Where temporary staff are being hired to complete the survey, RTI would request the firm actively seek to employ people with disabilities to complete this research.

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

**Deliverables**
We would expect the employed research institution to produce the following deliverables:

1. Report with description of data collection and the survey results from villages and communes in the 3 identified districts in Siem Reap
2. Report with description of data collection and the survey results from the national NGO phone survey
3. Database populated with data from the first two deliverables listed above

**Timelines**
The technical team will be working in Cambodia November 30- December 15. Much of research firm’s preparation work will be completed during this timeframe (as close collaboration will be required between the technical team and the research firm).

The completed database, populated with all the relevant information should be completed by January 19, 2018.

**Pricing**

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<tr>
<th>Item #</th>
<th>Quantity to be Purchased</th>
<th>Description of Preferred Commodity or Services Specifications</th>
<th>Unit of Measure</th>
<th>Unit Fixed Price (Each)</th>
<th>Total Fixed Price (Each)</th>
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**Total Value**

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

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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

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All Children Reading-Cambodia, Ministry of Education Youth and Sports, 169 Norodom Boulevard, Phnom Penh.
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(insert full address of the office)

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

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USAID
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(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. This should be submitted as a separate document from the technical proposal.

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

| Chelsea Lehman |
| (insert name of procurement officer) |

at this email address:

| ACRprocurement@rti.org |
| (insert email address of the procurement officer). |

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

| November 10, 2017 |
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/poterms](http://www.rti.org/poterms), [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** Max 30 points
      - Lowest evaluated ceiling price (inclusive of option quantities).
   (b) **DELIVERY** Max 20 points
      - Seller provides the most advantageous delivery schedule.
   (c) **TECHNICAL** Max 30 points
      - Items/Services shall satisfy or exceed the specifications described in RFQ/RFP Attachment A.
      - Demonstrated understanding of disability issues in Cambodia and involvement of people with disabilities in the research process
(d) **PAST PERFORMANCE** Max 20 points

- Seller can demonstrate his/her capability and resources to provide the items/services requested in this solicitation in a timely and responsive manner.

**TOTAL WEIGHT= 100 POINTS**

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: ___________________________