



Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	Develop Instructional Videos for Online Course on Formative Assessment for DepEd
Type of Procurement:	Subcontract
Type of Contract:	Firm Fixed Price
Term of Contract:	Estimated January 10th - February 18, 2022
Contract Funding:	USAID
This Procurement supports:	ACR Asia Philippines
Submit Proposal to:	Ana Robledo arobledo@rti.org Siobhan McGowan smcgowan@rti.org
Date of Issue of RFP:	November 19 th 2021
Date Questions from Supplier Due:	December 13 th 2021
Date Proposal Due:	December 20 th 2021
Approximate Date Purchase Order Issued to Successful Bidder(s):	January 14th 2022

Method of Submittal:	
Email to Siobhan McGowan and Ana Robledo	
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:	RFP-2021-01

The offeror should respond to this RFP by submitting:

- **A technical offer** following the structure of this RFP, describing bidder's plan to implement and assure quality of implementation of each of the tasks, citing prior work of the same kind, and providing references similar work for previous clients.
- **A financial offer** including the term of payment and the tax (if applicable). This will be a fixed-price agreement, with payment based on completion of the deliverables as outlined under the SOW section. The bidder should propose milestones and payment amounts as part of the financial offer.

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- **Required Documents.** The following documents should be included as part of the proposal.
 - a. Supplier Company Profile Form (See Annex 1)
 - b. Proof of company legal registration.

The selected bidder will be required to complete following documents:

- a. International Reqs and Certs (See Annex 2)
- b. DUNS number. To register the DUNS number (See the guidance in Annex 3).

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>,
http://www.rti.org/files/PO_FAR_Clauses.pdf or for commercial items:
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.

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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:

Background

This activity will be performed under All Children Reading–Philippines (ACR–Philippines), a United States Agency for International Development (USAID)-funded, RTI International-implemented task order. RTI International is an independent international organization dedicated to conducting innovative, multi-disciplinary research that improves the human condition. ACR–Philippines provides knowledge, resources, and technical assistance to improve the ability of the USAID/Philippines Mission, DepEd, and development partners to boost early grade reading outcomes in the Philippines. This specific activity supports the efforts of DepEd’s Office of the Undersecretary of Curriculum and Instruction—in particular, the Bureau of Learning Delivery (BLD)—to strengthen teachers’ capacity to integrate evidence-based formative assessment practices into their teaching, especially in foundational skills such as reading and math in the early grades (Kindergarten through Grade 3 [K-3]).

Recently, RTI International, in partnership with BLD and the Australian Council for Educational Research (ACER), developed and delivered *Becoming a Learning Detective: Formative Assessment for Early Language, Literacy, and Numeracy*, a 5-day online course for K-3 teachers, school heads, and district and regional supervisors. The training was delivered for the first time from September 6 to 10, 2021 for 119 participants representing all 17 regions of the Philippines. Although it took place during COVID-related restrictions on face-to-face gatherings, the training was initially and intentionally conceived of as an online activity, building upon encouraging evidence from the ELLN Digital pilot from 2017, and the recent success of the USAID/Philippines ABC+ project in implementing online teacher trainings at scale in Regions V and VI in the Philippines. Furthermore, the training is in line with the National Educators Academy of the Philippines’ (NEAP) efforts to modernize teacher professional development through services such as online courses, among many other initiatives.

Each day of the training followed the same structure: 1) a 1-hour plenary (synchronous) session on Zoom to introduce a new topic; 2) a 1-hour breakout Zoom workshop session with 20 participants each; and 3) a Learning Assessment Task (LAT), available on Moodle, to be performed individually at the end of each training day. Plenary sessions were pre-recorded videos in which the content is delivered by a subject matter expert. All training materials, including a Learner’s Manual, the plenary session videos, and the LATs are available on the Moodle site so that participants can consult them at any time during or after the training. The training content is summarized further below in this section.

As a follow-up to this first training, RTI is currently working with BLD to develop plans for regional scale-up during the 2021-2022 school year. Lessons learned during the first training are being applied toward improving the training design and strengthening the content and the Moodle site prior to scale-up. Among the training elements that require revisions are the plenary session videos so that they are more interactive, engaging, and address gaps in teacher knowledge that were identified through the LATs that participants submitted during the training.

Summary of training content:

Day 1: Becoming a Learning Detective	Day 2: Becoming a Literacy Learning Detective	Day 3: Becoming a Mathematics Learning Detective	Day 4: Thinking Like a Rubric	Day 5: Students as Learning Detectives
<ul style="list-style-type: none"> - What is formative assessment? - Why is formative assessment important? - Situating in the Philippines context - What counts as evidence of student learning? - Gathering evidence of learning 	<ul style="list-style-type: none"> - Talking like a book - Decoding - Why this is so important - Key stages of development - Collecting evidence 	<ul style="list-style-type: none"> - Learning to count - Why this is so important for mathematical development - Key stages in development - Collecting evidence 	<ul style="list-style-type: none"> - What are rubrics? - How can rubrics help us in formative assessment? - Benefits of using rubrics - Examples of rubrics 	<ul style="list-style-type: none"> - Why do we need to involve students in formative assessment? - Learning intentions and success criteria - Self and peer assessment - Feedback for learning - Creating a culture of learning

Objective

The purpose of this activity is to build upon the original video content for the plenary sessions to produce new instructional videos aligned with evidence-based best practices for Massive Open Online Courses (MOOCs). (For example, see Guo PJ, Kim J, and Robin R (2014). How video production affects student engagement: An empirical study of MOOC videos. *ACM Conference on Learning at Scale (L@S 2014)*; found at <http://groups.csail.mit.edu/uid/other-pubs/las2014-pguo-engagement.pdf>.) The original plenary session videos, one per day or unit of learning, contain approximately 1 hour of content each in the form of a voice reading over a PowerPoint presentation. RTI currently assumes that the instructional videos will have to be produced again from scratch but using the original content in full and respecting its integrity. At this time, we also assume that instructional videos will be for individual, self-paced viewing. It is anticipated that they will be primarily viewed on Moodle but may also be made available for offline viewing. Illustrative examples of the enhancements to be made to the original videos include segmenting the original content into shorter videos, enabling bookmarks for easy navigation, re-doing graphics, animating the PPT, inserting “talking head” video recordings of DepEd experts delivering the content, integrating checks for understanding and concrete examples of formative assessment practices, and inserting short video recordings of DepEd keynote speakers.

To fulfill this objective, RTI is seeking the services of a Philippines-based organization with:

- Proven capabilities and equipment for high-quality instructional video development
- Proven expertise in principles of adult learning and the design of online courses
- Proven experience in technical assistance to DepEd, preferably in the area of online or remote training for teachers
- Proven ability to deliver high quality work within tight timelines
- Previous experience as vendor for USAID-funded projects is a plus but not required
- Expertise or familiarity with early grade reading and math instruction, as well as formative assessment in the early grades, is a plus but not required
- Familiarity with principles of gender and disabilities equity and inclusion in teaching and learning materials, particularly, USAID guidelines, is a plus but not required

Product or Service Expectations (both if applicable):

Conditions

1. Prior to engaging the selected vendor, RTI will collaborate with BLD to develop a plan for strengthening the training based on lessons learned from the first run in September 2021. The plan will include suggestions on how to segment the original videos in line with the course content, as well as of potential activities to be used as checks for understanding and concrete examples of formative assessment practices that can be integrated into the course videos, and key speakers who can be recorded delivering the content. This plan will serve as the guidelines for video production. Although the vendor is encouraged to suggest alternative or better ways to produce engaging instructional videos based on RTI guidelines, all training content, including new elements, will be scripted by RTI, and must be respected in its integrity.
2. All instructional videos will be in English; depending on the timeline, they may include subtitles in Filipino.
3. All instructional videos will be in an mp4 format for easy integration into the Moodle platform, as well as for offline viewing.
4. Videos will use DepEd's branding and marking and graphics guidelines, as applicable. RTI can facilitate contact with DepEd to acquire these guidelines.
5. Videos must comply with USAID's guidelines on gender and disabilities equity and inclusion in teaching and learning materials. RTI will provide these guidelines to the selected vendor.
6. The target date for national scale-up of this training is early March 2022. The selected vendor will be encouraged to develop solutions that, while in line with MOOC best practices, can be reasonably accomplished within the tight timeframe available for this activity.

Deliverables, Timelines, Special Terms and Conditions:

Tasks

1. Develop Table of contents for each video and the full training (by end of Week 2 of the contract).

- a. Based on a review the original videos, and RTI’s suggestions for enhancing them, the vendor will prepare a summary table of contents of all the video segments that comprise each unit of learning, as described in Annex A. Even though the core content of each video already exists, the purpose of this task is to clearly identify each video segment and where the new elements, such as “talking head” recordings, quizzes, PPT animations, etc. will be introduced. The vendor may suggest minor additions to the original content, such as a brief keynote speech from a DepEd officer (some of which were pre-recorded for the first training run.)
- 2. Instructional video production (Weeks 3 through 8 of the contract).
 - a. The selected vendor will submit a detailed work plan of the video production schedule based on the timeline provided in this SOW. All videos must be finalized and approved at least two weeks before the next iteration of the training, to be determined by DepEd.
 - b. An illustrative schedule for the submission and approval videos is as follows:
 - i. Produce two prototype videos, preferably those that include quizzes, animations, etc. for RTI’s review and feedback. The purpose of developing two initial prototypes is to ensure that the vendor has understood RTI’s guidelines and agrees with the style of graphics and voiceovers of the training materials (Week 3).
 - ii. Produce all videos (Weeks 4 through 8).

Pricing

Item #	Quantity to be Purchased	Description of Preferred Commodity or Services Specifications	Unit of Measure	Unit Fixed Price (Each)	Total Fixed Price (Each)	Lead Time Availability (Number of Days)
1						
2						
3						
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.

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 E Cornwallis Rd, Research Triangle, NC 27709

(insert full address of the office)

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

USAID

(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 regards to this RFQ/RFP to be directed to

Siobhan McGowan

(insert name of procurement officer)

at this email address:

smcgowan@rti.org

(insert email address of the procurement officer).

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

November 29th 2021

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 <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, 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) - 20 points
 - (b) **DELIVERY.** Seller provides the most advantageous delivery schedule - 30 points
 - (c) **TECHNICAL.** Items/Services shall satisfy or exceed the specifications described in RFQ/RFP Attachment A - 35 points
 - (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 - 15 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.
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: