Request for Proposal (RFP)

Commodity/Service Required: Technology and Innovation Support (TIS)
Type of Procurement: Purchase Order
Type of Contract: Fixed Price
Term of Contract: Approximately 9 months
Contract Funding: AID-468-I-16-00001, TO AID-486-TO-16-00003
This Procurement supports: USAID Wildlife Asia
Date of Issue of RFP: 2 January 2019
Pre-bid Meeting at USAID Wildlife Asia Office: 11 January 2019 at 10 am Bangkok time
Date Questions from Supplier Due: 12 January 2019 at 5 pm Bangkok time by email to HR@USAIDwildlifeasia.org
Date Proposal Due: 18 January 2019 at 5 pm Bangkok time
Approximate Date Purchase Order Issued to Successful Bidder(s): 23 January 2019

Method of Submittal:
By email to HR@USAIDwildlifeasia.org in following format:

Responses should be sent to the e-mail address above, with any supporting documentation attached in MS Word and Excel. Please do not submit as a PDF.
Please write ‘Technology and Innovation Support (TIS)’ on the email subject
The Bidder/Bidder agrees to hold the prices in its offer firm for 60 days from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP.

Solicitation Number: RFQ/P-UWA2019-002

Attachments to RFP:
1. Attachment A – Commodity Specifications
2. Attachment B – Instructions to Bidders/Bidders
3. All PO Terms and Conditions are listed on our website at: http://www.rti.org/POterms, 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 are responsible to carefully review each attachment and follow any instructions that may be relevant to this procurement.
Attachment A
Statement of Work

Description of Activity/Service:

The USAID Wildlife Asia Activity is a five-year, regional USAID/RDMA-funded project under the USAID Counter Wildlife Trafficking Activity Indefinite Delivery Indefinite Quantity (IDIQ). Research Triangle Institute (RTI) implements the USAID Wildlife Asia Activity (hereafter referred to as the "Activity"). The purpose of this Activity is to improve regional action to end wildlife crime in Southeast Asia and China. The four main objectives of the USAID Wildlife Activity are to: 1) reduce consumer demand for wildlife and wildlife products in target areas; 2) strengthen regional law enforcement capacity and coordination; 3) increase commitment to addressing CWT; and 4) support RDMA’s regional coordination of CWT stakeholders and efforts to strengthen the USG interagency CWT team.

The Activity addresses wildlife trafficking by working to reduce demand of wildlife products and to improve regional action to end wildlife crime in Southeast Asia and China.

The Activity looks for opportunities to use emerging and innovative technologies to combat illegal wildlife trafficking through enforcement, policy reform, and coordination and collaboration across agencies, institutions, and the region.

Product or Service Expectations (both if applicable):

The Activity is looking to engage an information technology organization to provide support to existing project Applications (“Apps”) in desktop and mobile format, on both Android and Apple platforms. The initial development of the applications (interface, extensive coding, layout) is in place, but they require updates and revisions, and maintenance work. These applications were designed to support the Activity's law enforcement capacity building work and will be used by law enforcement specialists and agencies through southeast Asia and in some countries in Africa. The three Apps are described below.

- **SIG APP.** This App currently houses training course agendas, reference materials, contact lists etc from previous law enforcement courses conducted by the Activity. We want to see progress in its use and functionality, as well as determine whether it is viable and useful to include a chat function within its application. This App was available on both Google Play and the Apple Store, and we hope to release the updated version on both platforms. Please note this App will be Restricted Use/Access only.
• RAPID REFERENCE GUIDE (RRG) APP. This App houses the Rapid Reference Guide, a functional and abridged document to the laws and processes covering wildlife crime that is to be used specifically for prosecutors and investigators as a quick reference. This App needs to be further developed and deployed, including the functionality of keyword search capability. Currently, a Smartphone App is currently available publicly at both the Apple Store and Google Play as RRGs are finalized and made available in our focal countries. Please note this App will be Restricted Use/Access only.

• PANGOLIN APP. This App houses the USAID Pangolin Species guide, an easy-to-use identification tool the Activity created in order to provide a reference tool that can easily be used in the field for LE agents and agencies. It requires updating on the layout and details, which includes 10 language translations. In addition, the App includes an interactive search function that needs updating and revision. The Pangolin Guide was completed through a consultant, and it is anticipated the consultant will work with the approved Bidder on additional changes to the app. A Smartphone App is currently available publicly at both the Apple Store and Google Play.
Deliverables, Timelines, Special Terms and Conditions:

The following is a list of expected deadlines for the functionality of the Apps:


After successful completion of the app functionality in the timeline above, RTI would also like the TIS to provide maintenance and to address any needs of minor changes or functionality fixes to continue until September 30, 2019.

For the purpose of the bid, please provide the following:

1. Timeline of major milestones in order to complete the above tasks on time;

2. Detailed description of the team that will engage in order to complete the work, and what team structure is required to continue with the maintenance and or be used post April 30-September 30, 2019. This would include the titles (names, if possible) and brief descriptions on what that position’s level of experience is, along with its tasks for this RFP. It should be clear who is the Team Lead and how the work is split amongst the team members, if and when needed.

3. Detailed budget that is broken out per month or per task that reflects the description of the technical approach to complete the tasks, including the final months of maintenance up to September 30, 2019. An example of a Per Task budget is included, but please feel free to revise accordingly, and please ensure to provide Level of Effort (number of days) each member will work and the cost of the individuals as a daily rate. No lump sums are permitted for the budget.

**Reporting**

The IT Team will report to Salvatore Amato, Law Enforcement Objective Lead, with the Team Lead available to work directly with him during the contract period.

**Eligibility Requirements**

The interested suppliers are expected to submit copies of the following document:

1) Legal Registration
   - Company Portfolio and Profile
   - Company registration certificate
2) Financial capacity (if any)
   - Audited Financial Statement (previous 2 years)

3) Experience/Reference
   - Furnish at least 3 (three) references of other business organization for whom the offeror is providing similar services.

## Pricing

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<thead>
<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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<tbody>
<tr>
<td>I</td>
<td>Expert for Development</td>
<td>Assessment Stage</td>
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<td>- Expert A</td>
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<td>- Expert B</td>
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<td>II</td>
<td>Expert for Maintenance</td>
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<td>- Registration staff</td>
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*) Notes: The pricing table and budget line item are sample for a guidance for the vendor to develop the budget proposal. Vendors are allowed to add the budget line item as necessary.

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 A
RFQ Template v6, January 2016
Attachment B
Instructions to Bidders

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 RFP, the 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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<tr>
<th>Research Triangle Institute (Head Office)</th>
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<tr>
<td>No.208, 4th Floor, Unit 406, 208 Wireless Road Building, Wireless Road, Lumpini, Pathumwan, Bangkok 10330</td>
</tr>
<tr>
<td>Tax ID No:0100553000402</td>
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<tr>
<td>Tel: 02-015-5941, 063-639-0042</td>
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</tbody>
</table>

who has a purchase requirement in support of a project funded by United States Agency for International Development (insert client’s name) RTI shall award the initial quantities and/or services and any option quantities (if exercised by RTI) to Bidder by a properly executed Purchase Order as set forth within the terms of this properly executed agreement.

3. **Proposal Requirements.** All Bidders will submit a quote/proposal which contains offers for all items and options included in this RFQ/RFP. All information presented in the Bidders quote/proposal will be considered during RTI’s evaluation. Failure to submit the information required in this RFQ/RFP may result in Bidder’s offer being deemed non-responsive. Bidders 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 will not be considered. The Bidder’s proposal shall include the following:

(a) The solicitation number:

(b) The date of submission (email will stamp the time of submission):

(c) The name, address, and telephone number of the bidder and point of contact/authorized signature
(d) 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.

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

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

(g) 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).

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

(i) Acknowledgment of solicitation amendments (if any)

(j) 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)

(k) Special Note: The Bidder, 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:** Potential bidders or suppliers must record their pricing utilizing the format found on Attachment “A”. Bidders 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 to be directed to

   Mr. Salvatore Amato

   at this email address:

   HR@USAIDwildlifeasia.org

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

   12 January 2019 at 5 pm Bangkok time.

6. **Notifications and Deliveries:** Time is of the essence for this procurement. Bidder 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 Bidder 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 Bidder.

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) All relevant product/service documentation (manuals, warranty doc, certificate of
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/files/PO_FAR_Clauses.pdf, or http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf. Payment can be made via wire transfer or other acceptable form. Bidders may propose alternative payment terms and they will be considered in the evaluation process.

9. **Alternative Proposals**: Bidders 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/deliverable 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 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 Bidder 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 Bidders. Therefore, the Bidder’s initial offer should contain the Bidder’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 – 20 Points**: Bidder provides lowest evaluated ceiling price (inclusive of option quantities), clear budget detail, term of payment, and proposes penalties for exceptional delays.

   (b) **DELIVERY – 20 Points**: Bidder provides the most advantageous delivery schedule.

   (c) **TECHNICAL – 30 Points**: Items/Services shall satisfy or exceed the specifications described in RFP Attachment A. This includes clear approach and methodology to perform the work, clear implementation plan and schedule of delivery as per detailed milestones.

   (d) **PROPOSED PERSONNEL – 20 Points**: Bidders propose a strong team with clear role and responsibilities.

   (e) **PAST PERFORMANCE – 10 Points**: Bidder can demonstrate his/her positive performance from the other clients.

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 Bidder in the preparation and submission of a proposal or amendments to a proposal. Your proposal shall be considered valid for 60 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:**

Bidder agrees, as evidenced by signature below, that the Bidder's completed and signed solicitation, Bidder's proposal including all required submissions and the negotiated terms contained herein, constitute the entire agreement for the services described herein.

By: *(Bidder Company Name)*

Signature: _________________________________________________

Title: 

Date: 