

## Request for Quote (RFQ)

Commodity/Service Required:	Professional Videography Services
Type of Procurement:	Purchase Order
Type of Contract:	Fixed Price
Term of Contract:	8 months
Contract Funding:	USAID
This Procurement supports:	Feed the Future Somalia Camel Leasing to Impact Resilience Activity
Submit Quotation to:	Project Coordinator <a href="mailto:rdraper@rti.org">rdraper@rti.org</a> and copy <a href="mailto:klesnick@rti.org">klesnick@rti.org</a>
Date of Issue of RFQ:	May 28, 2021
Date Questions from Supplier Due:	June 10, 2021 at 5:00pm EST
Date Quotation Due:	June 15, 2021 at 5:00pm EST
Approximate Date Purchase Order Issued to Successful Bidder(s):	o/a June 30, 2021
RFQ Number:	RFQ-Somalia FY21-001

<b>Method of Submittal:</b>
Email: <a href="mailto:klesnick@rti.org">klesnick@rti.org</a> and <a href="mailto:rdraper@rti.org">rdraper@rti.org</a>
Respond via e-mail with attached document in MS Word / pdf format. The Bidder/Offeror agrees to hold the prices in its offer firm for <b>30 days</b> from the date specified for the receipt of offers unless another time is specified in the addendum of the RFQ.

### Attachments to RFQ:

1. Attachment "A" – Statement of Work
2. Attachment "B" – Instructions to Bidders/Offerors
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](http://www.rti.org/files/PO_FAR_Clauses.pdf) or for commercial items: [http://www.rti.org/files/PO\\_FAR\\_Clauses\\_Commercial\\_Items.pdf](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/offerors 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 Feed the Future Somalia Camel Leasing to Impact Resilience Activity (“Camel Leasing”) will be producing a 3–5-minute documentary-style video to help illustrate how the practice of camel leasing has affected both dairy companies and camel pastoralists in Somaliland.

#### **Product or Service Expectations (both if applicable):**

**Products:** One (1), 3–5-minute documentary-style video delivered in a file format(s) optimized for large-screen format and for use on social media as well as one 30-60 second “teaser” video and related still images.

**Service Expectations:** Offeror will, under the direction of the Camel Leasing project team, manage the process of planning, developing, filming, editing, translating, subtitling, and finalizing the video and teaser, including any necessary subcontracts for audio/video recording, translation, editing, photography, or any other requirements needed to create high-quality, professional products.

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

##### ***Deliverables:***

- One (1), 3-5 minute documentary-style video delivered in a file format(s) optimized for use on large-screen format and on social media (Twitter, Facebook, Instagram, and LinkedIn).
  - Video must adhere to rules and guidelines in the [Feed the Future Graphics Standards Manual](#), including color and logo use for assistance instruments. Video will be co-marked with RTI’s logo/bumper.
  - Video must include English subtitles.
  - Video must be of professional quality, including high-quality video resolution and audio quality.
  - Final video must adhere to USAID’s 508 compliance standards.
- One (1), 30-60 second “teaser” video for use on social media.
- A suite of 50-100 high-quality, high-resolution photographs depicting selected individuals, their families, and/or their surrounding area. Photos must include robust captions including subject name(s), location, date.

##### ***Expected Timelines (subject to change based on initial meetings with selected offeror):***

- Week of June 28, 2021 – Initial kick off and concepting conducted with RTI and USAID teams
- **COB July 2, 2021 – Draft script/outline due from vendor**
- Week of July 19, 2021 – Filming of 1-3 individuals in/around Hargeisa, Somaliland (within approximately 1-3 hours of Hargeisa), accompanied by project staff

- Week of November 8, 2021 (expected) – Filming of remaining 2-3 individuals in/around Hargeisa, Somaliland (within approximately 1-3 hours of Hargeisa), accompanied by project staff
- **COB December 3, 2021– Delivery of initial cut**
- COB December 15, 2021 -- Feedback from RTI and USAID on initial cut
- **January 7, 2022 –Delivery of 2nd cut**
- January 14, 2022 -- Feedback from RTI and USAID on 2nd cut
- **January 21, 2022 -- Delivery of final cut for clearance**
- February 8, 2022 – USAID clearance obtained (any minor final changes)  
**COB February 15, 2022 – Delivery of final files to RTI**

### 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	Lumpsum	1. One, 3-5-minute documentary-style video, available in all relevant formats for use on screen and on social media platforms 2. One, 30-60 second “teaser” video for use on social media 3. 50-100 still images				
<b>Total Value</b>						

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/Offerors

1. **Procurement Narrative Description:** The Buyer (RTI) intends to purchase services identified in Attachment A. The Buyer intends to purchase the 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, 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

701 13<sup>th</sup> Street NW, Suite 750, Washington, DC 20005

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 Offeror by a properly executed Purchase Order as set forth within the terms of this properly executed agreement.

3. **Requirements.** Offerors will submit a quote which contains offers for all items and options included in this RFQ. All information presented in the Offeror quote/proposal will be considered during RTI’s evaluation. Failure to submit the information required in this RFQ may result in Offeror’s offer being deemed non-responsive. Offerors are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach RTI’s office designated in the RFQ by the time and date specified in the RFQ. Any offer, modification, revision, or withdrawal of an offer received at the RTI office designated in the RFQ 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 Offeror’s proposal shall include the following:

- The solicitation number (See cover page)
- The date and time submitted
- The name, address, and telephone number of the offeror (bidder) and authorized signature of same
- The expected total cost to produce the requested deliverables. Offerors are requested to submit quotes based on how much they expect it will cost to produce the deliverables using the information provided in the RFQ.
- Validity period of Quote
- Description of the services being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include documents or other reference materials, if necessary. This section should briefly describe how the offeror plans to produce the required deliverables and should be no more than 2 pages total.

- Past performance information, when included as an evaluation factor, to include details of recent and relevant contracts for the same or similar items and other references (including links to similar, previous videos, points of contact with telephone numbers, and other relevant information). This should be no more than 2 pages total.

**Special Note:** *The Offeror, by responding to this RFQ and accompanying signatures, confirms that the terms and conditions associated with this RFQ document have been agreed to and all its attachments have been carefully read and understood and all related questions answered.*

4. **Questions Concerning the Procurement.** All questions in regards to this RFQ to be directed to

Kaitlin Lesnick and Robert Draper

at this email address:

[klesnick@rti.org](mailto:klesnick@rti.org) and [rdraper@rti.org](mailto:rdraper@rti.org)

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

June 10, 2021 at 5:00pm EST

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/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).
9. **Alternative Proposals:** Offerors 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:** Video product shall be inspected prior to final acceptance. 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 a Purchase Order resulting from this solicitation to the responsible Offeror (bidder) whose offer conforms to the RFQ will be most advantageous to RTI, price and other factors considered. The award will be made to the Offeror representing the **best value** to the project and to RTI. For the purpose of this RFQ, 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 Offerors. Therefore, the Offeror’s initial offer should contain the Offeror’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:**

Category	Max points
<b>Technical.</b> Technical responsiveness/Full compliance to minimum requirements stated above	30
<b>Price.</b> Lowest price offered	30

<b>Delivery. Offeror</b> provides the most advantageous delivery schedule	20
<b>Past Performance.</b> Supplier shall be evaluated based on evidence it provides of its past performance	20
<b>GRAND TOTAL</b>	<b>100</b>

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 RFQ in no way obligates RTI to make an award, nor does it commit RTI to pay any costs incurred by the Offeror in the preparation and submission of a proposal or amendments to a proposal. Your quote shall be considered valid for 30 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.
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:**

Offeror 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.

Signature:

Title:

Date:
