



## Request for Proposal (RFP)

International Business Initiatives (IBI), implementer of the USAID-funded Evaluation and Survey Services Plus (ESS+) Activity invites non-governmental organizations and private companies (“subcontractors”) to submit proposals to fulfill needs for the U.S Strategy to prevent conflict and promote stability (SPCPS) baseline assessment/telephone data collection in Haiti.

<b>1. RFP No.</b>	RFP-2024-04-002
<b>2. Issue Date:</b>	June 13, 2024
<b>3. The Buyer:</b>	International Business Initiatives (IBI)
<b>4. Title:</b>	U.S Strategy to prevent conflict and promote stability (SPCPS), Baseline Assessment- Telephone data collection.
<b>5. Deadline for Receipt of Questions:</b>	June 21, 2024
<b>6. Deadline for Receipt of Proposals:</b>	July 12, 2024  Proposals received after this date and time will be considered late and will be considered only at the discretion of IBI.
<b>7. Inquiries and offers should be directed to the following contact:</b>	<a href="mailto:proposals@Haiti-ESSplus.com">proposals@Haiti-ESSplus.com</a>  Questions must be submitted in writing to the email address above; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that IBI believes may be of interest to other offerors will be circulated to all RFP recipients who have indicated an interest in bidding.  Only the written answers issued by IBI will be considered official and carry weight in the RFP process and subsequent evaluation. Any verbal information received from employees of IBI or any other entity should not be considered as an official response to any questions regarding this RFP.
<b>8. Anticipated Award Type:</b>	IBI anticipates awarding one Firm Fixed Price Subcontract. IBI will not pay for any cost incurred in the preparation and submission of an offer in response to this solicitation.
<b>9. Basis of the Award:</b>	This procurement will be conducted under full and open competition procedures, pursuant to IBI Procurement Policy.  This is a “best value” procurement. Awards will be made to the responsible offeror whose offer represents the <i>best value</i> to the buyer against the stated evaluation criteria. Since this solicitation uses a trade-off process, if the buyer determines that competing offers are essentially equal, cost/price factors may become the determining factor in source selection.  The technical factors below are considered significantly more important than cost/price factors. These factors serve as the

	<p>standard against which all technical information will be evaluated, and how price information will be evaluated.</p> <ul style="list-style-type: none"> <li>✓ Technical Approach</li> <li>✓ Past Performance and Relevant Experience</li> <li>✓ Key Personnel &amp; Team Structure</li> </ul> <p>The buyer may establish a competitive range of “finalists” and may request clarifying information or oral interviews to better assess the offer.</p> <p>The submitted technical information will be evaluated by a technical evaluation committee using the criteria shown above. The evaluation committee may include industry experts who are not employees of IBI. When evaluating the competing Offerors, IBI will consider the written qualifications/capability information provided by the Offerors, and any other information obtained by IBI through its own research.</p> <p>Following rating criteria will be used to evaluate proposals:</p> <p><b>Exceptional-</b> Exceeds specified minimum performance and capability requirements in a way that is beneficial to IBI. A proposal must have more than one strength and no deficiencies to receive an "exceptional" rating.</p> <p><b>Good-</b> Exceeds specified minimum performance and capability requirements. A proposal must have one or more strengths and no deficiencies to receive a "good" rating.</p> <p><b>Acceptable-</b> Meets specified minimum performance or capability requirements. A proposal must have no deficiencies to receive an "acceptable" rating.</p> <p><b>Marginal-</b> There is doubt regarding whether an aspect of the proposal meets specified minimum performance or capability requirements, but any such uncertainty may be correctable.</p> <p><b>Unacceptable-</b> Fails to meet specified performance or capability requirements. The proposal has one or more deficiencies and is not correctable</p>
<p><b>10. Eligibility:</b></p>	<ul style="list-style-type: none"> <li>✓ Be a non-governmental organization; is not controlled by a government, including any organization funded or owned by the state but otherwise functions as a private sector enterprise;</li> <li>✓ Have or be able to obtain via SAM.gov a Unique Entity Identifier (UEI) number before the beginning of the contract<sup>1</sup>;</li> <li>✓ Be financially stable and have adequate financial resources (or the ability to obtain such resources) as necessary during the performance of the contract;</li> </ul>

<sup>1</sup> A Unique Entity Identifier (UEI) is a twelve (12) character ID that is assigned by the United States Government (USG) to recipients of USG funding. Offerors must have an active UEI or be able to obtain a UEI prior to receiving a subcontract resulting from this RFP. More information on obtaining a UEI can be found here: [https://www.fsd.gov/gsafsd\\_sp](https://www.fsd.gov/gsafsd_sp).

	<ul style="list-style-type: none"> <li>✓ Have the necessary management systems and ability to meet required management standards, including the processes and systems necessary to meet the reporting requirements and data security and protocols to ensure the quality of information and its management and dissemination;</li> <li>✓ Must not have active exclusion in the SAM (<a href="http://www.sam.gov">http://www.sam.gov</a>) or on a UN prohibited parties list;</li> <li>✓ Must not appear on the U.S. Treasury's List of Specially Designated Nationals (SDN) and Blocked Persons for the Office of Foreign Assets Control (OFAC);</li> <li>✓ Must not be on the United Nations Security Council (<a href="https://www.un.org/securitycouncil/content/un-sc-consolidated-list">https://www.un.org/securitycouncil/content/un-sc-consolidated-list</a>) Consolidated List of Sanctions.</li> </ul>
<p><b>II. Offer Contents:</b></p>	<ul style="list-style-type: none"> <li>✓ Deadline is in Box 6 above.</li> <li>✓ Offerors shall submit proposals <b>electronically to the email address in Box 7 above. Offerors must submit their Technical Proposal and the Price Proposal via separate emails. The Technical Proposal may not contain any cost or price information.</b></li> <li>✓ Offerors shall complete and submit: <ul style="list-style-type: none"> <li>Technical Proposal (Email #1) <ul style="list-style-type: none"> <li>- Signed and dated cover letter <b>(See attachment A)</b></li> <li>- Technical Proposal</li> <li>- CVs for proposed personnel <b>(See box 13 below)</b></li> <li>- Past Performance Information <b>(See attachment D)</b></li> <li>- Evidence of Responsibility Statement <b>(See attachment E)</b></li> <li>- A copy of the offeror's official registration or business license</li> <li>- Conflict of Interest Declaration- If the Offeror believes there to be any actual, potential, or perceived Conflict of Interest in its submission of a proposal, the Offeror must declare this and propose mitigation strategies. If the Offeror does not anticipate any actual, potential, or perceived Conflict of Interest, provide a signed certification.</li> <li>- Representations and Certifications of Offerors <b>(See Attachment F of this RFP)</b></li> </ul> </li> <li>Price Proposal (Email #2) <ul style="list-style-type: none"> <li>- Signed and dated cover letter <b>(See attachment A)</b></li> <li>- Price Proposal <b>(See Attachment B: Detailed Budget &amp; Payment Schedule) + budget narrative</b> *There is no template for budget narrative, please carefully read box 14 below.</li> </ul> </li> </ul> </li> </ul> <p>PDF and Excel document format must be used for submissions. If you do not receive email confirmation of receipt, please write to the</p>

	<p>email described in box 7 above. The subject line of proposal submission emails must reference the RFP number.</p>
<p><b>12. Technical Specifications:</b></p>	<p><b>See Attachment C-Scope of Work.</b></p>
<p><b>13. Instructions to prepare Technical Proposal:</b></p>	<p>The Technical Proposal is limited to ten pages, excluding the cover page and Annexes. IBI will not assess any information submitted above the page limit. Proposals must be submitted in English, standard letter sized (8.5" x 11" or 216mm x 297mm), single spaced, Times New Roman font not less than 12 points in size, with page margins of at least 1".</p> <p><b>Technical Approach</b></p> <p>This section must outline the offeror's proposed approach to completing the scope of work in a timely and high-quality manner. The technical approach should go beyond simply reiterating the scope of work and include information that demonstrates the offeror understands the schedule of activities and is able to successfully achieve the contract objectives. The offeror must include a suitable description of each activity explaining how it will be performed.</p> <p><b>Relevant Experience and Past Performance</b></p> <p>Using the past performance template (<b>See attachment D</b>) provide <u>at least three previous relevant assignments</u> of its experience in managing programs of a similar scale, scope, complexity, cost, and time. Performance must have been completed in the past five years. The experiences described below could be considered comparable:</p> <ul style="list-style-type: none"> <li>✓ Relevant experience conducting telephone household survey in Haiti</li> <li>✓ Experience conducting similar research in an active conflict zone</li> <li>✓ Experience with remote data collection/telephone survey in Haiti</li> </ul> <p>Experience with USAID programs is preferable but not required.</p> <p><b>Key Personnel &amp; Team Structure</b></p> <p>The offeror must propose <b>key personnel</b> as outlined below. CV for the position should be included as an Annex to the technical proposal and should not exceed 5 pages in total. The offeror should also propose an overall team structure, in addition to the key personnel, to support the implementation of the Scope of Work. The team structure and proposed staff should provide relevant local context and knowledge of conducting help large scale telephone survey in Haiti</p>

	<ul style="list-style-type: none"> <li>✓ <b>Operation Coordinator/Team Lead</b></li> </ul> <p><u>Education:</u></p> <ul style="list-style-type: none"> <li>- Masters (preferred) degree or 5+ years of experience in Economy, Statistics, or other relevant field</li> </ul> <p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>- Experience overseeing a situation analysis and public opinion poll activities in Haiti.</li> <li>-</li> </ul>
<p><b>14. Instructions to prepare Price Proposal:</b></p>	<ul style="list-style-type: none"> <li>✓ The price proposal shall consist of a budget in Excel with traceable formulas and clear explanation of any assumptions made. Costs should be presented in USD. The offerors must use the budget template included in</li> </ul> <p><b>Attachment B- Detailed Budget &amp; Payment Schedule</b></p> <ul style="list-style-type: none"> <li>✓ Excel worksheets must not contain passwords, hidden or locked cells, or references to calculations not provided elsewhere in the proposal. Calculations and formulas must be used instead of lump figures wherever feasible.</li> <li>✓ The price proposal should include the total fixed price offer, a detailed budget to support the total fixed price offer and proposed progress payment allocation for each of the progress milestones/deliverables listed in</li> </ul> <p><b>Attachment C-Scope of Work</b></p> <ul style="list-style-type: none"> <li>✓ Offerors are also required to submit a budget narrative summarizing key assumptions and details to support those assumptions, including sources for budget estimates (current market value, current catalogue price, current vendor price quotes, etc.). Budget narratives should not exceed a total of five pages.</li> <li>✓ Include insurance costs described in Box 15 below.</li> </ul>
<p><b>15. Insurance:</b></p>	<ul style="list-style-type: none"> <li>✓ Offerors must include the cost of the following insurances in price proposals: <b>DBA Insurance-</b> For more information visit the website: <a href="https://www.starr.com/Insurance/Casualty/Defense-Base-Act/USAID---Defense-Base-Act">https://www.starr.com/Insurance/Casualty/Defense-Base-Act/USAID---Defense-Base-Act</a></li> <li>✓ <b>General Liability Insurance-</b> that covers the total amount of your price proposal.</li> </ul>
<p><b>16. Prohibited Technology:</b></p>	<p>Offerors must not provide any goods and/or services that utilize telecommunications and video surveillance products from the following companies: Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, Dahua Technology Company, Kaspersky Labs, and ByteDance Ltd., or any subsidiary or</p>

	affiliate thereof, in compliance with FAR 52.204-25, FAR 52.204-23, and FAR 52.204-27.
<b>17. Authorized Geographic Code:</b>	Services offered under this RFP must comply with the authorized geographic code 937 (US, recipient Country and Developing countries as designated by the World Bank)
<b>18. Validity Period</b>	Proposals must remain valid for at least sixty (60) calendar days after the proposal deadline.
<b>19. Attachments:</b>	<p>The following attachments are considered integral to this solicitation:</p> <ul style="list-style-type: none"> <li>✓ <b>Attachment A-Cover Letter</b></li> <li>✓ <b>Attachment B-Detailed Budget &amp; Payment Schedule (attached via email)</b></li> <li>✓ <b>Attachment C-Scope of Work</b></li> <li>✓ <b>Attachment D-Past Performance Information</b></li> <li>✓ <b>Attachment E- Evidence of Responsibility Statement</b></li> <li>✓ <b>Attachment F- Representations and Certifications</b></li> </ul>