

Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	Recruitment of a firm for Designing and implementing a "Local Governance Monitoring Application "for the Haitian Ministry of the Interior and Territorial Communities_
Type of Procurement:	Purchase Order
Type of Contract:	Fixe Price
Term of Contract:	should be for a duration of 6 months
This Procurement supports:	USAID-Projet d'Appui à la Gestion Efficace des Ressources de l'Etat (GERE)/RTI
Contract Funding:	0216897.000.001
Submit Proposal to:	Email: procurement@ht.gere.rti.org
Date of Issue of RFP:	September 29 ,2020
Date Questions from Supplier Due:	October 09,2020
Date Proposal Due:	October 20,2020
Approximate Date Purchase Order Issued to Successful Bidder(s):	November 06, 2020

Method of Submittal: Please submit your proposals via email at the addresses provided above. The Bidder/Proposed Contractor agrees to hold the prices in its offer firm for 120 days from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP/RFQ.

Solicitation Number:	FY20 -0023
----------------------	-------------------

Attachments to RFP:

1. Attachment "A" – Statement of Work
2. Attachment "B" – Instructions to Bidders/Proposed Contractors
3. All PO Terms and Conditions are listed on our website at forth 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/proposed contractors are responsible to carefully review each attachment and follow any instructions that may be relevant to this procurement.

Attachment A Statement of Work

Terms of reference for the development of a Local Governance Monitoring Application

I. GENERAL INFORMATION

Titled mission	Designing and implementing a "Local Governance Monitoring Application."
Beneficiaries	Ministry of the Interior and Territorial Communities
Country	Haiti

II. CONTEXT AND JUSTIFICATION OF NEED

1. Context

Eager to support –while strengthening –the authority of the State, the Ministry, through the Directorate of Territorial Communities (**DCT: *Direction des Collectivités Territoriales***), wishes to develop and implement a computer system that will enable the Ministry to monitor the functioning of the Territorial Collectivities (CTs: *Collectivités Territoriales*) in order to monitor the application of public policies as well as the evolution of governance practices at the local level.

This project comes in the context of the fight against the COVID19 pandemic where the State wishes to follow up on measures adopted to prevent the spread of the virus while determining the expectations of local authorities to provide them with appropriate support.

2. THE GERE PROJECT

Funded by USAID, the GERE project is being implemented by RTI International (Research triangle institute) supported by two Haitian organizations (IFOS and CFET). It aims for three goals for the next three years:

- Helping national and local leaders manage and mobilize resources to improve service delivery.
- create opportunities to strengthen the participation of citizens, civil society, and the private sector, as well as the government in defining and addressing its own development priorities.
- improve communication, collaboration, and coordination between different levels of government and with Parliament on policy, budget, and service delivery issues.

GERE wants to recruit a Proposed Contractor for the mission to design and carry out a "Monitoring Application and Monitoring of Local Governance" for the benefit of the Ministry of the Interior and Territorial Communities through the Directorate of Territorial Communities (DCT).

III. MISSION DESCRIPTION

This mission is to design and develop, in collaboration with stakeholders, a "Computer Application for Monitoring and Monitoring Local Governance"

1. Objectives

The overall objective of the mission is to contribute to the strengthening of the piloting capabilities of the Ministry of the Interior and Territorial Communities by collecting relevant data to facilitate and improve decision-making on the implementation of public policies.

This mission aims at the following specific objectives:

1. Collect relevant data on public policy and the functioning of local authorities.
2. Keeping track of the governance of local authorities.
3. Assess local government actions in the fight against the COVID 19 pandemic to help make decisions, inform the best practice learning process to better communicate about this pandemic, and strengthen the skills of key players at the local level
4. Develop a coherent and functional survey-based Informations System for, evaluation and reporting on activities implemented at the local authority level and more specifically in the context of the COVID 19 pandemic.
5. To carry out survey indicators with a clear and readable presentation, reports and calculations of indicators based on granularity and the lines of analysis atwitch a successful business intelligence tool

2. MINIMUM TECHNICAL SPECIFICATIONS

The proposed contractor will have to take into account in his offer the minimum technical specifications described below. It will be the force of proposal (in terms of alternative solutions, etc.), will complement the undeveloped aspects and provide the information necessary for the decision-making. Please include the methodological approach and the means to carry out this activity and achieve the proposed deliverables.

a. GENERAL FEATURES OF THE SOLUTION

The solution should be:

- well-designed, clean, and easy to use

- compatible with phones and tablets (***Define Operative systems preferred like Android, iOS, Windows***)
- Easy to manage-administer (***Cloud based solution can be included as reference to a solution that will be hosted in the cloud with the capability to capture information from users***)
- Attractive to users
- easily customizable by the customer

b. TARGET AUDIENCE**- Target heart:**

- Territorial Communities: exchange, learn and capitalize on experiences developed at the local level,
- MICT: continue to train elected officials and territorial staff, identify, and capitalize on experiences developed at the local level

- secondary target:

- TFPs: exchange, communicate and learn about experiences developed at the local level

c. MINIMUM FUNCTIONALITIES

The function will therefore have to include:

- ☒ Custom survey design and completion
- ☒ Conducting open and firm surveys
- ☒ Intuitive operation
- ☒ The possibility of reusing questionnaires
- ☒ Questionnaire analysis system
- ☒ Viewing responses
- ☒ Creating statistics and graphs
- ☒ Manual data entry and convertible and printable version
- ☒ Exporting data in all formats to current applications
- ☒ Creating dynamic questions based on answers from previous questions
- ☒ Development of clear and actionable indicators, graphs and dashboards, de graphs
- ☒ Business Intelligence matching tool for reporting and calculating indicators based on granularity and desired lines of analysis

- ☒ Configurable authorization system (determined who can access, modify, or create surveys)
- ☒ Geolocation system for map representation
- ☒ Easier to administer and maintain

IV. EXPECTED DELIVERABLES

The Proposed Contractor in the proposed methodology will have to guarantee the following deliverables:

- Design and implementation of the system
- User training
- Training of directors
- User guide and administration
- Operating guide
- Accompanying the application's ownership,
- Training and support for the use of the Business Intelligence tool
- Technical assistance during the warranty period (to be specified)

V. THE LONG AND HARD OF THE MISSION

The work will take place in Haiti and at the proposed contractor's place of residence and at the MICT premises.

The possibility for the proposed contractor to work remotely in the context of COVID 19 will have to be considered. Arrangements should be made to that effect.

As part of this mission, the proposed contractor will work closely with MICT executives, the provider's mission will take place over 21 days.

VI. EXPERTISE AND PROFILES REQUESTS

The proposed contractor will have to present at a minimum the following profile:

- Specific or vocational university training in computer science,
- Confirmed experience of at least 7 years in management application design and/management
- At least 4 experiments on similar missions with the following qualities:

- Creativity,
- seriously,
- initiative
- autonomy, ability to listen,
- good relational.

The skills of a particular specialist can cover several different expertise. All team members will have to speak and write fluently in French and ideally for some at least speak Haitian Creole.

The proposed contractor, depending on the proposed methodology, will be able to add the profiles he deems necessary.

VII. Offers

The Proposed Contractor proposed contractor will be required to submit an offer that includes:

- ☒ Methodology in accordance with minimum technical requirements, adapted to the objectives pursued, guaranteeing the achievement of the results and the production of the deliverables described. It must be force of proposal
- ☒ The detailed description of activities in accordance with the proposed methodology showing their phase/sequencing in a detailed schedule
- ☒ a financial offer detailing basic costs and optional activities/modules/features such as annual subscriptions expressed in unit cost.

VIII. EVALUATION CRITERIA /CRITERES DE SELECTION

1. Price /Prix
2. Delivery/ Calendrier de travail
3. Technical/Technique
4. Past Performance/Performances passées

IX. SUBMISSION INFORMATION/ INFORMATIONS SUR LA SOUMISSION

The Quotations/Proposals to this RFQ should be submitted only by email to: procurement@ht.gere.rti.org
Indicating the Solicitation Number **FY20 -0023**

Les devis de cet appel d'offre doivent être soumis uniquement par courrier électronique à :
procurement@ht.gere.rti.org en indiquant le numéro de l'offre #FY20-0023

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/Proposed Contractors

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

#5A, Rue Metreaux, Bourdon Pétion Ville, Haïti

United States Agency for International Development (USAID)

RTI shall award the initial quantities and/or services and any option quantities (if exercised by RTI) to proposed contractor by a properly executed Purchase Order as set forth within the terms of this properly executed agreement.

3. **Proposal Requirements.** All proposed contractors will submit a quote/proposal which contains offers for all items and options included in this RFQ/RFP. All information presented in the quote/proposal will be considered during RTI’s evaluation. Failure to submit the information required in this RFQ/RFP may result in proposed contractor’s offer being deemed non-responsive. Proposed Contractors 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 proposed contractor’s proposal shall include the following:
 - a) The solicitation number:
 - b) The date and time submitted:
 - c) Name, address, and telephone number of the proposed contractor (bidder) and authorized signature of same:
 - d) Validity period of Quote:
 - e) Description of the services being offered in sufficient detail to evaluate compliance with the requirements in the solicitation.

- f) 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.)
- g) Payment address or instructions (if different from mailing address)
- h) Acknowledgment of solicitation amendments (if any)
- i) 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)

Special Note: The proposed contractor, by responding 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:** Proposed Contractors (potential bidders or suppliers) must record their pricing utilizing the format found on Attachment “A”. Proposed Contractors must sign and send to the email 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

procurement@ht.gere.rti.org

(insert name of procurement officer)

- 6. **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)
- 7. **Payment Terms:** Refer to RTI purchase order terms and conditions found in www.rti.org/potermis, <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. Proposed Contractors may propose alternative payment terms and they will be considered in the evaluation process.
- 8. **Alternative Proposals:** Proposed Contractors 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.
- 9. **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 proposed contractor 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 proposed contractors. Therefore, the Proposed Contractor’s initial offer should contain the Proposed Contractor’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: See **Attachment A: Statement of Work for evaluation and selection criteria.**

10. **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.
11. **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 Proposed Contractor in the preparation and submission of a proposal or amendments to a proposal. Your proposal shall be considered valid for 120 days after submission.
12. **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.
13. **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:

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

By: *(Proposed Contractor Company Name)*

Signature:

Title:

Date: