



REQUEST FOR PROPOSALS SHORT-TERM PERSONNEL ENGAGEMENT SERVICES

RFP Number:	FY26-SLA04-ESSP
Description:	Personnel Engagement Services
Procuring Entity:	University Research Co., LLC (URC)
Publication date:	20 February 2026
Deadline for submission of questions:	25 February 2026 at 9:00 am
Deadline for submission of proposals:	7 March 2026 at 9:00 am

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SECTION I: INTRODUCTION

The Haiti Evaluation and Survey Services Plus (ESS+) Activity is awarded to IBI, a URC Company, by the United States Department of State (DoS) under Prime Contract No. 72052122F00001 and is being implemented in Haiti. Vendors are invited to submit offers in response to this Request for Proposals (RFP). Issuance of this solicitation does not in any way obligate IBI/URC or DoS to make an award, nor does it commit IBI/URC or DoS to pay for costs incurred in the preparation and submission of a proposal.

URC is seeking proposals from qualified firms or organizations in Haiti to engage and manage short-term personnel supporting data collection and similar time-limited field activities. Personnel will be identified and selected by URC and engaged by the selected firm through lawful short-term arrangements, which may include employment contracts, consultancy agreements, or other compliant engagement mechanisms under Haitian law. The anticipated period of performance for the resulting agreement will be through July 31, 2026.

Please note that by submitting a response to this RFP, the Offeror understands that DoS is not a party to this RFP. In addition, the Offeror agrees that any challenge hereunder must be submitted in writing with full explanations to URC for consideration, as DoS will not consider challenges made to DoS in connection with DoS-funded contracts. URC, in its sole discretion, will make a final decision on the dispute. Any complaints arising out of or relating to this tender or the award made hereunder shall be submitted to URC's Contracts Office as specified in the terms and conditions.

SECTION II: SCOPE OF WORK

Vendor Responsibilities

The selected vendor will provide compliant personnel engagement and administrative services for approximately eight (8) to fifteen (15) short-term personnel per assignment, for engagements of approximately five (5) to ten (10) business days. Individual consultant agreements may also be requested on an occasional basis as needed.

The Vendor will propose and implement an appropriate engagement model and shall, at a minimum:

- Engage personnel identified and approved by URC using lawful short-term arrangements (e.g., employment, consultancy, or equivalent)
- Execute written agreements compliant with applicable Haitian labor, tax, and civil laws
- Process payments accurately and on time in accordance with the chosen engagement mechanism
- Withhold and remit any required taxes, social contributions, or statutory deductions, as applicable
- Maintain required personnel, contractual, and payment records including those that may be required as contractual deliverables
- Manage timesheets, deliverable confirmations, or attendance records, as

appropriate, jointly with URC

- Assume responsibility for compliance risks associated with the selected engagement mechanism
- Notify URC promptly of any disputes, claims, or legal issues related to engaged personnel

URC Responsibilities

URC will:

- Identify and select all short-term personnel
- Fix daily rate exclusive of any legally required deductions
- Define tasks, schedules, work locations, and expected outputs
- Provide technical supervision related to field activities
- Review and approve timesheets, deliverables, or hours worked prior to payment
- Coordinate with the Vendor to ensure timely verification documentation for payroll or payment processing

SECTION III: INSTRUCTIONS TO APPLICANTS

Offer Deadline

Bids must be received no later than **7 March 2026 at 9:00 a.m.** (US Eastern Time). Your offer must be addressed to URC / ESS+, and submitted only by e-mail to the following e-mail address: essp_achats@urc-chs.com with the mention "**Offer/FY26-SLA04-ESSP**" in the subject of the message. Do not copy anyone else from URC. Failure to comply with these instructions may disqualify your offer.

Questions and Clarifications

Any questions and clarifications regarding this request for proposal must be submitted in writing to essp_achats@urc-chs.com no later than **25 February 2026 at 9:00 a.m.** with the subject line "**Questions/FY26-SLA04-ESSP**" in the subject line. Failure to follow these instructions may result in your question being omitted. For reasons of ethics and fairness, all questions and responses will be anonymized and distributed to all questioners.

Proposal Submission Requirements

Interested vendors should submit a brief proposal including:

1. Administrative documents
 - Copy of the business license (patente)
 - Any other administrative document that is pertinent and related to the firm
2. Technical proposal
 - Description of proposed engagement mechanism(s) (e.g., employment, consultancy, hybrid)
 - Indicate the anticipated timeline from receiving a request from URC to having the identified personnel onboard

- Rationale for the proposed approach under Haitian law
 - Description of compliance controls to mitigate misclassification or labor risk
 - At least three (3) examples of past performance in a similar capacity.
 - Three (3) contacts (phone numbers and email addresses) of past or current customers who can provide references, preferably international NGOs
3. Financial proposal
- Description of proposed pricing structure (e.g., administrative fee, percentage markup, or fixed fee)
 - Identification of cost elements included and excluded
 - Please note that ESS+ is exempt from Value Added Tax in Haiti

Validity of the Offer

Offers must remain open and valid for at least ninety (90) calendar days after the offer deadline.

Negotiations

URC reserves the right to award the contract without further discussion/negotiation. Therefore, Offerors are invited to present their best price in the initial bid.

Basis of Award

The award will be to a responsible offeror whose offer follows the instructions in this RFQ, meets the technical specifications, and is deemed the most advantageous to URC in terms of cost, responsiveness to proposal specifications, and delivery. In addition, URC reserves the right to reject any proposal, or to issue an award without further discussion or negotiation if it is deemed to be in the best interest of the project. The offeror must also demonstrate that it is licensed to provide the services required and is willing to honor the project's tax exemption.

SECTION IV: TERMS AND CONDITIONS

General Terms

Any award(s) resulting from this offer will be subject to URC's terms and conditions.

Contractual Relationship

The Vendor shall act as an independent entity responsible for the lawful engagement and management of short-term personnel. Nothing in this RFP or any resulting agreement shall be construed to create an employment or consultancy relationship between URC and the engaged personnel.

National Defense Authorization Act, section 889

We would also like to inform you that as of August 13, 2020, all United States Government (USG)-funded contractors are prohibited from using certain telecommunications equipment or services under the National Defense Authorization Act, Section 889. The equipment and services concerned are those that integrate in any way whatsoever equipment of:

- 1) **Huawei Technologies Company;**

- 2) ZTE Corporation;
- 3) Hytera Communications Corporation;
- 4) Hangzhou Hikvision Digital Technology Company;
- 5) Dahua Technology Company;

or any subsidiary or affiliate of such entities. More companies may be added in the future.

A copy of section 889 can be provided upon request.

As a U.S. Government-funded program and a contractor/recipient, URC must comply with this law and ensure that URC does not purchase covered telecommunications equipment/services or purchase goods and services that use covered telecommunications equipment/services.

Therefore, the offer cannot include the costs of telecommunications equipment or services covered in the goods and services requested.

Submission of Complaints

Please note that by submitting a response to this RFP, the Offeror understands that DoS is not a party to this RFP. Any complaints arising out of or relating to this solicitation or the award made hereunder shall be submitted to URC's Contracts Office at contracts@urc-chs.com.

Ethics Point Hotline

URC holds its staff to the highest standards of ethics and integrity in the conduct of procurement activities. If you are a victim of or suspect fraud, bribery, or kickbacks, please report it to URC Ethics Point using the contact information below. You will be assured of confidentiality and protection as a whistleblower.

The Ethics Point hotline can be accessed at www.urc-chs.ethicspoint.com.