



## Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	Criminal Justice Mapping and Needs Assessment
Type of Procurement:	Subcontract
Type of Contract:	Fixed Price
Term of Contract:	November 11, 2024 to January 31, 2025
Contract Funding:	USAID
This Procurement supports:	USAID End Wildlife Crime (EWC)
Submit Proposal to:	EWC Procurement Email: <a href="mailto:ewc_procurement@ewcasia.org">ewc_procurement@ewcasia.org</a>
Date of Issue of RFP:	October 16, 2024
Date Questions from Supplier Due:	October 28, 2024
Date Proposal Due:	November 8, 2024
Approximate Date Purchase Order Issued to Successful Bidder(s):	<b>November 11, 2024</b>

<b>Method of Submittal:</b>	
Respond via e-mail with attached document in MS Word / pdf format. The Bidder/Seller agrees to hold the prices in its offer firm for <b>60 days</b> from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP/RFQ.	
Solicitation Number:	USAID EWC RFQ-2024-015

### Attachments to RFP:

1. Attachment "A" – Commodity Specifications
2. Attachment "B" – Instructions to Bidders/Sellers
3. All PO Terms and Conditions are listed on our website at: [rti-po-terms English Version - v1.20.pdf](http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.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/sellers are responsible to carefully review each attachment and follow any instructions that may be relevant to this procurement.

**RTI International is a trade name of Research Triangle Institute. RTI and the RTI logo are U.S. registered trademarks of Research Triangle Institute.**

# Attachment A

## Commodity Specifications or Statement of Work

### Statement of Work

Indicate a description of the activity/service that is expected from the supplier. Provide product specifications or service expectations (both if applicable). Include deliverables, timelines, and any special terms and conditions.

Description of Activity/Service:

#### BACKGROUND

RTI International (RTI) is a global, independent research institute with almost 60 years of experience in creating and translating knowledge into practice. RTI has more than 5,000 staff in over 75 countries with expertise in at least 250 degree fields working to unlock value in eight practice areas including: health, education, governance, energy, environmental sciences, and innovation ecosystems.

RTI International has been working in Asia for more than 35 years, providing technical assistance, institutional strengthening, and program support on behalf of governments, foundations, and private-sector clients. Together with our local partners, we deliver science based solutions and advisory and technical services to help countries across South and Southeast Asia achieve national, regional, and local goals—in health, education, economic growth, governance and public policy, and environment management.

RTI maintain 15 projects in Asia region with its offices located in Indonesia, Thailand, Cambodia, Philippines, Laos, India, and Nepal. RTI Asia Regional Office (ARO) based in Jakarta, Indonesia supports RTI projects implementation in Asia Region. RTI is a prime contractor of USAID End Wildlife Crime (EWC) this is a five (5) years project funded by United States Agency for International Development (USAID) Regional Development Mission for Asia (RDMA). This project aims to combat the ongoing demand for wildlife parts and products, EWC will build and expand upon this work by taking a whole of society approach. The activity will encourage all people, including young people, women, indigenous communities, faith-based groups and environment organizations, to join efforts in protecting wildlife.

The purpose of USAID EWC is to employ a comprehensive approach to measurably reduce wildlife crime by expanding CWT efforts of USAID Regional Development Mission for Asia (RDMA) through partnerships with regional organizations, governments, private sector, and civil society. The Activity focuses on achieving the objectives below.

- **Objective 1.** Capacity of regional civil society actors to equitably and effectively counter wildlife trafficking and other wildlife crime is enhanced. The Activity supports regional CSOs and platforms that implement initiatives, activities, or social movements to counter wildlife trafficking and other wildlife crimes through advocacy, social mobilization, and behavior change campaigns using an SBCC approach emphasizing the inclusion of historically

underrepresented groups (UGs), such as youth, women, indigenous peoples, and faith-based organizations (FBOs).

- **Objective 2.** Law enforcement, adjudication, and policymaking systems across the region improved with shared vision and collaboration to combat wildlife crime. The Activity strengthens the rule of law by working with law enforcement, judicial, and policymaking professionals to further institutionalize the competencies necessary to decrease wildlife trafficking and other wildlife crime through support to the region's criminal justice sector training institutes and their alumni associations to incentivize professional networks that can share best practices and increase conviction rates in wildlife prosecutions.
- **Objective 3.** Collective efforts and actions at the regional level among civil society, government, private sector, and development partners to counter wildlife trafficking and other wildlife crimes are improved. The Activity cultivates the growth of constituencies for collective action to support conservation and counter wildlife trafficking efforts spanning civil society, government agencies, the private sector, and their development partners to build multi-stakeholder regional coalitions that can assume leadership for regional knowledge sharing, consensus building, planning for common action, and implementation of coordinated efforts to reduce wildlife crime.

The Activity is implemented by RTI International as prime contractor in partnership with the International Fund for Animal Welfare (IFAW), Center for People and Forests (RECOFTC), TRAFFIC and World Wildlife Fund (WWF) as members of the consortium. The geographic scope encompasses Asia with a primary focus on China, Cambodia, Indonesia, Lao PDR, Myanmar, the Philippines, Thailand, and Vietnam.

#### **SUMMARY:**

In support of efforts aimed at ensuring that law enforcement, adjudication, and policymaking systems are improved across the ASEAN region and that criminal justice stakeholders share a common and coherent vision and are collaborating more effectively to combat wildlife crime, **RTI is soliciting the services of a consulting/research firm or qualified non-governmental organization with an understanding of and experience in law enforcement and criminal justice in ASEAN to:**

- 1) Identify all the criminal justice stakeholders including a description of their roles and mandates, how they coordinate/collaborate with other agencies. Criminal justice stakeholders in this instance include, but are not limited to, forestry officials, CITES officers, customs, police, prosecutors, judges, and financial investigation units (tax inspectors, anti-money laundering officers etc.);
- 2) Identify all the CWT training providers including what type of training they specialize in and a description of the tools, references, curricula etc. they use and/or have developed. This will include academies, universities and other academic institutions, training institutes, NGOs, private sector training providers, and any other agency/organization involved in CWT related training or instruction.
- 3) Undertake a needs assessment of criminal justice stakeholders and the training providers identified to better understand their needs and priorities, and what the barriers and

challenges are in accessing, integrating and institutionalizing CWT, as well as in designing and delivering CWT training to enhance wildlife crime related investigations and prosecutions.

The initial mapping and needs assessment is intended to set the foundations for and form part of a broader scope of work for which there will be separate later solicitations in early 2025 calling for support to develop:

- a) **Training and Coordination Strategy** which outlines the minimum knowledge required for criminal justice stakeholders to perform their respective roles effectively, as well as outline the key skills and knowledge that trainers and training providers require to effectively build the capacity of criminal justice stakeholders.
- b) **Guidelines/Toolkit** that documents best practice in designing and delivering CWT training, and undertaking wildlife crime investigations. It will also include a chapter on adult learning approaches highlighting the importance of designing training that is optimized to and catered to the varied learning styles of adults and that content is structured according to adult learning principles so that it is better absorbed and more effectively applied.

## TASK DESCRIPTION

### Mapping

The objective of the mapping is twofold: first, to identify all criminal justice stakeholders in ASEAN involved in counter wildlife trafficking (CWT) to better understand who they are including their roles and mandates; and second, to map all CWT training providers in the region to gain a clearer understanding of who is developing and delivering CWT training including national law enforcement training institutions and academies, universities and academic institutions, NGOs and intergovernmental organizations, and private sector learning platforms

**ASEAN Member States Criminal Justice Stakeholders:** to gain a comprehensive understanding of who they are, what their roles and mandates entail, and how they collaborate with other agencies in countering wildlife trafficking. The mapping should encompass key players such as forestry officials, who oversee the management and protection of natural resources, CITES officers responsible for regulating the trade of endangered species, and customs officers who monitor and intercept illegal wildlife shipments at borders. It will also include police forces tasked with investigating wildlife crimes, prosecutors who build and present cases in court, judges who adjudicate wildlife cases, and financial investigation units, such as tax inspectors and anti-money laundering officers, who track the illicit financial flows associated with wildlife trafficking. The research should expand upon the findings of the report commissioned by the ASEAN Chiefs of National Police (ASEANAPOL) Secretariat through USAID Wildlife Asia, titled, "ASEAN Counter Wildlife Trafficking: Mapping the Roles, Responsibilities, and Coordination Mechanisms of the Region's Law Enforcement Agencies".

**CWT Training Providers:** to identify all the CWT training providers operating in ASEAN to better understand who is developing and delivering CWT training, what type of training they are focusing on, and the tools, references, curricula, and resources they are

using and/or developing, the type and duration of the course(s) they provide, and what type of recognition (i.e., certificate, diploma, etc.) is provided for participating in the training. The mapping will cover a range of institutions such as academies, universities, and other academic institutions that offer specialized courses on wildlife crime and counter wildlife trafficking, as well as government training institutes that provide law enforcement, customs, and legal training tailored to CWT or wildlife crime. Additionally, the mapping will cover NGOs and private sector training providers that deliver targeted workshops, capacity-building programs, and technical training to support efforts in wildlife crime prevention and prosecution.

To ensure that the mapping is robust and comprehensive, the process will be consultative, participatory, and collaborative. It will involve working closely with partners to design a mapping protocol, conduct the mapping exercise, and compile a draft report based on the findings. Consultation is expected to involve, but not be limited to, the U.S. Interagency Group, International Law Enforcement Academy, INTERPOL, World Customs Organization, ASEANAPOL, ASEAN Working Group on CITES and Wildlife Enforcement, ASEAN Working Group on Illicit Trafficking of Wildlife and Timber, United Nations Office on Drugs and Crime, United Nations Environment Program, Freeland, Wildlife Conservation Society, Wildlife Justice Commission, TRAFFIC, WWF, Panthera, Zoological Society of London, International Fund for Animal Welfare, and the Regional Community Forestry Training Center.

The overall aim of the mapping will be to develop a deeper understanding of all stakeholders involved in CWT space across the region, as well as all the different providers that deliver CWT related training or provide CWT related instruction within ASEAN, especially USAID EWC's focus countries. It will also help point to and prioritize how the USAID End Wildlife Crime and its partners might target support to criminal justice stakeholders and relevant training providers to help them more effectively coordinate and to enhance their capacity to combat wildlife crime through institutionalization of CWT into relevant systems, policies, and frameworks.

### **Needs Assessment**

The needs assessment will be undertaken simultaneously with the mapping to gain a deeper understanding of the training providers and criminal justice stakeholders identified during the mapping. While consultation with partners and counterparts will offer guidance on what the needs assessment should focus on, some of the key areas are likely to include:

#### **Training Providers**

- Their role at national and/or regional levels.
- The presence of a specialized faculty or unit for environmental crime.
- The availability of staff specifically trained to teach about environmental crime issues.
- Their unique needs regarding the development and delivery of CWT training.
- The methods for incorporating and making CWT training materials a standard part of their curriculum.
- The obstacles and challenges that must be addressed to make CWT training materials a standard offering.

- Their involvement in ongoing discussions, knowledge exchange, or the existence of partnerships with other academies and institutions on a regional or international scale.
- The challenges faced by training providers such as NGOs and the private firms.
- The challenges in ensuring that learning is practical and applicable.
- The approaches (or absence of) to ensure that training and capacity building are not one-off events.

### **Criminal Justice Stakeholders**

- Mandate and capacity to address CWT.
- How they access information on CWT.
- What is needed to elevate and institutionalize CWT.
- Whether they have departments or units focused on CWT.
- What their CWT training needs and priorities are.
- Who they coordinate with when addressing CWT issues.
- The challenges and barriers they face integrating CWT into their work.
- Appetite and interest to engage and get connected on CWT related matters.

The outcome of the mapping and needs assessment will be compiled into a consolidated report, and a meeting will be organized with key training providers, criminal justice stakeholders, and other key partners to discuss the findings. This will help ensure that the findings are validated and accurate. The combined outcomes of the mapping and needs assessment will prioritize CWT training providers, stakeholders and networks engaged by USAID EWC, and guide ongoing support with regards to institutionalizing CWT, promoting standardized approaches to training, and facilitating collaboration/ coordination and the development of peer networks. The consolidated report will form the foundation for the development of the strategy on training and coordination.

### **Objectives**

1. Identify all the ASEAN national and regional criminal justice stakeholders including a description of their roles and mandates, how they coordinate/collaborate with other agencies. Criminal justice stakeholders in this instance include, but are not limited to, forestry officials, CITES officers, customs, police, prosecutors, judges, and financial investigation units (tax inspectors, anti-money laundering officers etc.);
2. Identify all the CWT training providers including what type of training they specialize in and a description of the tools, references, curricula etc. they use and/or have developed. This will include academies, universities and other academic institutions, training institutes, NGOs, private sector training providers, and any other agency/organization involved in CWT related training or instruction.
3. Undertake a needs assessment of criminal justice stakeholders and the training providers identified to better understand their needs and priorities, and what the barriers and challenges are in accessing, integrating, and institutionalizing CWT, as well as in

designing and delivering CWT training to enhance wildlife crime related investigations and prosecutions.

4. Identify major gaps and challenges, and propose solutions to support effective integration and institutionalization of counter wildlife trafficking efforts. This includes addressing training and capacity-building needs, as well as the effective application of acquired skills and knowledge to combat wildlife crime.

Product or Service Expectations (both if applicable):

### Key Tasks

- Review existing literature, reports, and other sources of information as a baseline for supporting the objectives of the consultancy.
- Undertake virtual and in-person consultations both individually and in small groups with development partners, criminal justice stakeholders, donors, and others as appropriate to solicit guidance and help inform the mapping and needs assessment.
- Design a research protocol outlining data collection tools and sources, the approach, and plan to undertake the mapping and needs assessment.
- Compile a comprehensive list of national/regional academies, universities, learning institutes/platforms, NGOs, international and inter-governmental organizations involved in the design, development, and delivery of CWT training in ASEAN, including an outline of the type, duration, and focus of the CWT training they provide.
- Identify and compile a comprehensive list of all relevant criminal justice stakeholder agencies and bodies in ASEAN involved in counter wildlife trafficking (CWT), including forestry officials, CITES officers, customs, police, prosecutors, judges, and financial investigation units, with a detailed description of their roles, mandates, functions, and the extent of their engagement in CWT activities.
- Conduct interviews, surveys, and focus group discussions with representatives from identified training providers and criminal justice stakeholders to better understand their needs, priorities, and challenges in integrating CWT into their work and/or training/instruction initiatives. This includes:
  - Evaluating the needs and limitations of CWT training providers in terms of resources, expertise, and institutional support.
  - Identifying barriers that criminal justice stakeholders face in accessing CWT training, applying acquired knowledge in investigations, and integrating CWT into their institutional processes.
  - Analyzing the challenges related to integrating CWT training and practices into the formal structures of criminal justice agencies (e.g., sustainability, policy support, resource gaps).
- Analyze the data collected to identify solutions and responses aimed at:
  - Enhancing access to and the effectiveness of CWT training;
  - Improving skills and capabilities to tackle wildlife crime;

- Fostering coordinated approaches to training and facilitating the exchange of knowledge, skills, and resources; and
- Supporting institutionalization of CWT and wildlife crime within regional training institutes and their respective professional networks, as well as among criminal justice stakeholders.
- Prepare a detailed draft report outlining the findings of the rapid mapping and needs assessment, and assist in organizing a stakeholder meeting to discuss the findings and update the report based on the feedback received.
- Finalize and submit the mapping and needs assessment report.

**DELIVERABLES AND PROVISIONAL SUBMISSION DEADLINES**

- Mapping and needs assessment research protocol outlining the methodology, approach, and procedures for data collection.  
**Deadline: Friday November 15, 2024**
- Workshop to present key findings to USAID and other partners.  
**Deadline: Friday December 13, 2024**
- Detailed mapping and needs assessment report including an analysis of challenges/barriers to CWT training, integration, and institutionalization as well as overall findings and recommendations.  
**Deadline: Friday January 10, 2024**
- Presentation materials summarizing key findings for stakeholders.  
**Deadline: Friday January 10, 2024**

## Deliverables, Timelines, Special Terms and Conditions:

**QUALIFICATIONS**

- Demonstrated experience in conducting mapping and needs assessments especially and knowledge and experience conducting literature reviews and research particularly qualitative research (individual interviews, focus group discussions, etc.).
- Expertise in research methodologies, data collection, and analysis.
- Experience in conducting organizational assessments.
- Have responsible staff with master's degree or equivalent experience in the field of law enforcement, criminal justice, and related areas.
- Familiarity with the ASEAN region and its criminal justice landscape.
- Excellent English written and verbal communication skills.
- Knowledge of wildlife trafficking issues especially in the ASEAN region.

**DOCUMENTS REQUIRED FOR APPLICATION**

- Company Profile including description of experience in the above tasks or similar work scope and evidence of results.
- Cover letter explaining why the Firm is suitable for the assignment.
- Proposal for achieving the scope of work and tasks including a detailed budget. Expected in-country or international travel may be included in the budget if in-person meetings are required for the assessments. Travel plans need to be submitted to RTI for approval ten working days before they occur. Budget should also include any indirect costs or applicable taxes. Submit budgets in THB for Thailand based organization and USD for the organization outside Thailand. Contact ceiling should not exceed \$50,000, inclusive of travel, direct and indirect costs.
- CVs of key staff to be assigned to this work scope, staff based in ASEAN an advantage.
- Three client references.
- Financial proposal with portion of payment of each deliverables.
- Signed RFP/RFQ form
- Proof of legally registered
- Complete the vendor supplier form in Annex A
- Complete the Reqs and Cert Form in Annex B
- UEI number or proof of UEI registration if still under process. See the guidance for UEI registration in Annex C.
- Other relevant documentation which attests to the company's competence and suitability for the tasks.

**Note:** Only short-listed companies will be contacted and may be requested to provide an oral presentation.

**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)
<b>A</b>		Personnel Cost				
<b>1</b>	<b>5</b>	Project Manager	days	XXX		
<b>2</b>	<b>10</b>	Lead Researcher				
<b>3</b>	<b>XX</b>	XXX				
<b>B</b>		Travel Cost				
<b>Total Value</b>						

\*) The budget must be breakdown in detail to produce the deliverables. The bidder can add the budget items as needed. The proposal must be inclusive of holding tax if any and applicable and exclude VAT if applicable.

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/Sellers

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

RTI International 208 Wireless Road Building, Unit 1201/1 12 <sup>th</sup> Floor, Wireless Road, Lumpini Pathumwan, Bangkok 10330
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*(insert full address of the office)*

who has a purchase requirement in support of a project funded by

USAID RDMA
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*(insert client's name)*

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

3. **Proposal Requirements.** All Sellers will submit a quote/proposal which contains offers for all items and options included in this RFQ/RFP. All information presented in the Sellers quote/proposal will be considered during RTI’s evaluation. Failure to submit the information required in this RFQ/RFP may result in Seller’s offer being deemed non-responsive. Sellers 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 Seller’s proposal shall include the following:
  - (a) The solicitation number:
  - (b) The date and time submitted:
  - (c) The name, address, and telephone number of the seller (bidder) and authorized signature of same:
  - (d) Validity period of Quote:

- (e) 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.
  - (f) If RTI informs Seller that the Commodity is intended for export and the Commodity is not classified for export under Export Classification Control Number (ECCN) “EAR99” of the U.S. Department of Commerce Export Administration Regulations (EAR), then Seller must provide RTI the correct ECCN and the name of Seller’s representative responsible for Trade Compliance who can confirm the export classification.
  - (g) Lead Time Availability of the Commodity/Service.
  - (h) Terms of warranty describing what and how the warranties will be serviced.
  - (i) 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.)
  - (j) Payment address or instructions (if different from mailing address)
  - (k) Acknowledgment of solicitation amendments (if any)
  - (l) 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)
  - (m) **Special Note:** *The Seller, 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:** Sellers (potential bidders or suppliers) must record their pricing utilizing the format found on Attachment “A”. Sellers 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 regards to this RFQ/RFP to be directed to

(insert name of procurement officer)

at this email address:

(insert email address of the procurement officer).

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

6. **Notifications and Deliveries:** Time is of the essence for this procurement. Seller 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 Seller 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 Seller.
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) Packing List
  - (c) All relevant product/service documentation (manuals, warranty doc, certificate of analysis, etc.)
8. **Payment Terms:** Refer to RTI purchase order terms and conditions found in [https://www.rti.org/sites/default/files/rti-po-terms\\_english\\_version\\_-\\_v1.18.pdf](https://www.rti.org/sites/default/files/rti-po-terms_english_version_-_v1.18.pdf) , [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. Sellers may propose alternative payment terms and they will be considered in the evaluation process.
9. **Alternative Proposals:** Sellers 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 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 Seller (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 Seller 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 Sellers. Therefore, the Seller's initial offer should contain the Seller'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 25 points.** Lowest evaluated ceiling price (inclusive of option quantities) .
- (b) **DELIVERY 15 Points.** Seller provides the most advantageous delivery schedule.
- (c) **TECHNICAL 30 Points.** Items/Services shall satisfy or exceed the specifications described in RFQ/RFP Attachment A.
- (d) **PAST PERFORMANCE - 30 points** - Seller can demonstrate his/her capability and resources to provide the items/services requested in this solicitation in a timely and responsive manner.

(e) **OTHER EVALUATION CRITERIA.**

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 Seller 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. **Certification.** The offeror, by signing its offer, hereby certifies to the best of its knowledge and belief that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on its behalf in connection with the awarding of this contract.
16. **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.
17. **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:**

Seller 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.


By: *(Seller Company Name)*

Signature: \_\_\_\_\_

Title:

Date:

### Annex A: Vendor Supplier Form

	 KEY QUESTIONS	<b>VENDOR INFORMATION FORM</b>  <i>Please write your answers clearly and use additional paper if needed to provide <u>as much detail as possible</u> in your answers to these questions. More details and facts are always better than fewer details. We will attempt to verify the important facts you have listed below using our local personnel in and around the country.</i>
1	Contact name of reference	
2	Title or position of contact	
3	Phone Number(s) for contact	
4	E-mail address for contact	
5	Company name	
6	Company address	
7	Primary business of company	
8	List cities where company has offices and/or workshops.	
9	List manufacturers or brands your company currently represents.	
10	Define <u>type</u> of representation of each brand (agent, dealer, authorized mfg rep, etc.) and whether or not it is exclusive.	
11	Is company locally owned or foreign owned?	
12	Describe previous experience in working with USAID-funded projects.	
13	If your company has been awarded previous USAID-funded work,	

	please describe.	
14	Please describe your recent experience (last 12 months) with doing work, providing equipment or services as defined in our specifications or statement of work.	
15	List the names and current contact information for the project managers working <u>for your customers</u> in your last two projects for us to contact and ask about your performance.	
16	If your company is based outside of the country, please describe how you would effectively service and support a future contract.	

## **ANNEX B: Reps and Certs RTI International**

[Download - Annex B: RTI\\_Reps\\_and\\_Certs\\_International](#)



RTI\_Reps\_and\_Certs\_I  
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## **ANNEX C: UEI Number or Registration**

[Download - ANNEX C: UEI Number or Registration](#)



Annex

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