Request for Proposals
RFP Number: HQ-2022-03

Services being Procured:

Bid Development, Preparation, Management & Submission Services

Issued By:

Equal Access International
1001 Connecticut Avenue, NW Suite 909
Washington, D.C. 20036

Key Dates:

RFP Issued: Thursday, February 24, 2022
Deadline for Questions: Friday, March 4, 2022, 12:00 noon EST
Deadlines for Submission of Proposals: Friday, March 11, 2022, 12:00 noon EST
Anticipated Award Date: Friday, March 18, 2022
Assignment Commencement Date: Monday, March 21, 2022
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Background information
Equal Access International (EAI), a Washington, DC based non-profit invites qualified individuals or firms to submit a proposal to provide Bid Development, Preparation, Management & Submission Services.

Section 1 – Instructions to Offerors

1.1 Issuing Office
Equal Access International
1001 Connecticut Avenue, NW, Suite 909
Washington, D.C. 20036 USA
Website: http://www.equalaccess.org/

Note: Questions or requests for clarification are only accepted in writing, EAI will not respond to any phone-call inquiries.

1.2 Anticipated Award Type
The award resulting from this RFP is anticipated to be time and materials based on a fixed hourly rate. The deliverables include preparation, finalization, and submission of Technical & Cost Applications in response to an anticipated USAID solicitation entitled “USAID / Nepal’s Equity & Inclusion in Education”. (Refer to Annex 1 – Statement of Work). The anticipated award date is on or about March 18, 2022, with a period of performance start date on or about March 21, 2022.

1.3 Period of Performance
The initial period of performance for these services is two (2) months. Options for extended services will be discussed with the awardee prior to 30 days before the completion of the initial period of performance, including in the event the solicitation release is delayed by USAID.

1.4 Basis of Award
The award will be issued to the responsible and reasonable offeror who offers the best value to EAI using a combination of price and technical or non-cost/price factors.

1.5 Submission of Questions
EAI will answer questions regarding the requirements of this RFP. Questions may be submitted via email only at eaprocurement@equalaccess.org with the subject line title of “RFP- HQ-2022-03 Bid Development, Preparation, Management & Submission Services” no later than 12:00 noon EST Friday, March 4, 2022. Answers to all questions shall be provided to all offerors.

1.6 Submission of Proposals
Proposals must be submitted no later than 12:00 noon EST, Friday, March 11, 2022, via email to eaprocurement@equalaccess.org. The subject line of the email should include the full RFP Number and Title of “RFP- HQ-2022-03 – Bid Development, Preparation, Management & Submission Services” [VENDOR NAME]_Proposal”.

1.7 Interview/Clarification Questions and Answers
EAI reserves the right to ask questions of offerors and to conduct interviews regarding their proposal, particularly as relates to the technical approach and key staff participating in the process, prior to final evaluation and award. If EAI chooses to conduct interviews, they will be scheduled between Tuesday, March 15 and Wednesday, March 16, 2022.

1.8 Proposal Format

For EAI to conduct the most efficient proposal evaluation, bidders are required to include the following information in their proposal as described below:

1.8.1 Technical Proposal
1. Technical Approach – Offerors must describe their proposed technical approach to providing the Bid Development, Preparation, Management & Submission Services, as per the requirements found in Annex 1 Scope of Work (SOW). Include a description of the activities undertaken by your firm to promote/ensure quality. Describe any existing or potential conflict of interest and conflict mitigation plan.

2. Key Personnel – Offerors must list their key personnel and provide CVs of their relevant work experience.

3. Summary of Organization’s Experience – Offerors must provide a description of relevant past performance and experience with similar work. In addition, please provide three references that EAI can contact who have worked directly with you and/or your organization in providing services like those outlined in Annex 1 – Statement of Work.

1.8.2 Financial Proposal

Offerors must submit a budget proposal, including hourly rate(s) for services described in Annex 1 – Statement of Work.

1.9 Evaluation of Proposals

EAI will use best value determination for the award. A best value determination means that, in EAI’s estimation, the selected offer will provide the greatest overall benefit in response to the requirements stated in this RFP. It may be in EAI’s best interest to consider an award to other than the lowest priced offeror or other than the highest technically rated offeror. The evaluation factors and allocated points are presented below.

1. Technical Approach (50 points) – Points for this section will be awarded based on the information presented in the technical approach.

2. Relevant Key Personnel and Organizational Experience (50 points) – Points for this section will be based on the relevant experience of key staff and the offeror’s organizational portfolio of relevant performance, including references of past clients.
3. Cost – The cost proposal will be reviewed and evaluated for reasonableness. EAI reserves the right to evaluate cost/technical trade-offs and will award to the firm providing the best value to EAI, cost and technical factors considered.

1.10 Validity of Proposals
Proposals submitted shall remain open for acceptance for a minimum of ninety (90) days from the Deadline for Submission of Proposals. The selected Offeror(s) shall supply the services requested at the proposed prices for the delivery/performance period specified in this Request for Proposal (RFP).

1.11 Minimum Bidder Qualifications
Bidders submitting proposals must:
1) Be officially licensed to do such business in the United States,
2) Not be or debarred or suspended by the United States Government and must not appear on any excluded parties list or otherwise be ineligible for award. EAI shall not award a contract to any organization determined ineligible for award by the US Government.
3) Provide documentation to verify licensure (i.e., tax id, registration certificate, etc.)
4) Demonstrate adequate management, human and financial resources to perform the contract
5) Satisfactory records of performance history, integrity and business ethics

1.12 Late Proposals
Proposals received after the submission deadline stated in the cover page of this RFP may not be considered. Bidders will be held responsible for ensuring their proposals are received according to the instructions stated herein. Late proposals may be considered at the discretion of EAI.

1.13 Modification of RFP Requirements
EAI retains the right to terminate this RFP or modify the requirements upon notification to Offerors.

1.14 Right of Negotiation and Acceptance of Proposal
This Request for Proposal does not legally obligate EAI to award a contract. EAI reserves the right not to make an award to any Offeror. No commitment is made, either expressed or implied, to compensate Bidders for costs incurred in the preparation and submission of their proposals.

EAI may reject any proposal that is nonresponsive. A responsive proposal is one that complies with all terms and conditions of the RFP as outlined in this document and any subsequent modifications issued by EAI. A proposal must be complete, signed by an authorized signatory and delivered no later than the submission time and date indicated in Section 1.6. EAI may reserve the right to waive any minor discrepancies in a proposal.
EAI reserves the right to issue an award based on the initial evaluation of proposals without discussion. EAI also reserves the right to enter best and final negotiations with any responsive Offeror for all or part of the proposed scope.
Equal Access International (EAI) is seeking to engage a person or organization to provide Bid Development, Preparation, Management & Submission Services for EAI including leading the development, preparation, delivery, and coordination of EAI’s submission of cost and technical applications to USAID in response to an anticipated USAID solicitation entitled “USAID/Nepal’s Equity & Inclusion in Education”.

I. Details of the Anticipated Solicitation:

Title: USAID / Nepal’s Equity & Inclusion in Education
Operating Unit: Nepal
Sector: Education
A&A Specialist / POC: Nalinee Wichetthumsak
Award Length: 5 years
Eligibility Criteria: unrestricted
Principal Geographic Code: 937- Default Geographical Code
Award/Action Type: Cooperative Agreement
Category Management Contract Vehicle: N/A
Solicitation Number: TBD
Small Business Set-Aside: N/A
Co-creation: TBD
Anticipated Solicitation Release Date: 4/01/2022
Anticipated Award Date: 9/01/2022
Total Estimated Cost/Amount Range: $10M - $24.99M

Description: USAID/Nepal's Equity and Inclusion in Education will support the Government of Nepal in reducing out of school children and improving learning outcomes for marginalized students. It will provide targeted support to municipalities to implement evidence based interventions that are driven by the local context in agreed upon provinces of either Province 2, Sudurpaschim, and/or Karnali. Areas of focus include: decreasing financial barriers to education, increase use of targeted non-formal education, increasing enrollment in early childhood education, increasing relevance of education; improving equitable teaching practices, and supporting schools to implement prioritized minimum enabling conditions.

II. Services include the Following:

Bid Preparation:
- Signing pre teaming agreements with final selected partner organizations
- Recruiting for / identifying key personnel
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- Further research to understand the gaps and needs to inform design
- Design sessions with partners
- Create a draft project Theory of Change (TOC) and activity outline

**Application Preparation:**
- Refine and finalize the TOC and activity outline
- Preparing three drafts of the Technical Application (Pink outline, Red Draft, Gold Draft)
- Prepare and finalize the Activity Monitoring & Evaluation Plan (AMEP) or equivalent M&E plan
- Gather budget inputs and finalize partner budgets
- Prepare Cost Application, including Detailed Budget and Budget Narrative
- Package & Submit

**III. Anticipated Key Personnel Roles:**
- Writing
- Cost & Pricing
- Bid Management (including proposal management)
- Bid review and finalization
- Recruitment