



RFP # HQ-2022-01 – Bid Costing and Pricing Services

## **Request for Proposals**

**RFP Number: HQ-2022-01**

**Services being Procured:**

**Bid Costing and Pricing**

**Issued By:**

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

### **Key Dates:**

<b>RFP Issued:</b>	<b>June 17, 2022</b>
<b>Deadline for Questions:</b>	<b>June 24, 2022, 6:00 PM EST</b>
<b>Deadline for Submission of Proposals:</b>	<b>Friday July 8, 2022, 6:00 PM EST</b>
<b>Anticipated Award Date:</b>	<b>July 29, 2022</b>
<b>Anticipated Commencement Date:</b>	<b>To be determined at award</b>

## **Background information**

Equal Access International (EAI), a U.S.-based non-profit headquartered in Washington, DC, invites qualified individuals and firms to submit a proposal to provide Cost and Pricing services on EAI's proposals and applications.

## **Instructions to Offerors**

### **1.1 Issuing Office**

Equal Access International  
1001 Connecticut Avenue, NW, Suite 909  
Washington, D.C. 20036 USA  
[eprourement@equalaccess.org](mailto:eprourement@equalaccess.org)  
Website: <http://www.equalaccess.org/>

### **1.2 Anticipated Award Type**

The award resulting from this RFP is anticipated to be time and materials based on a fixed hourly rate. Refer to Annex 1 – Statement of Work for an overview of expected tasks and responsibilities. The anticipated award date is stated on the cover page, and the period of performance will start shortly thereafter; date to be determined by mutual agreement.

### **1.3 Period of Performance**

The initial period of performance for these services is twelve (12) months. EAI will review performance after three (3) months with the option to terminate the agreement for non- or under-performance, as well as have the option to extend the services after the twelve (12) months. Any such extension will be discussed with the awardee prior to 90 days before the completion of the initial period of performance.

### **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 [eprourement@equalaccess.org](mailto:eprourement@equalaccess.org) with the subject line title of: **RFP-HQ-2022-01 C&P**. Questions are due no later than the date and time stated on the cover page. All answers to questions, if any, shall be provided to all potential offerors who submitted questions and be posted on EAI's website with the solicitation.

### **1.6 Submission of Proposals**

Proposals must be submitted **no later than the date and time stated on the cover page**, via email to [eprourement@equalaccess.org](mailto:eprourement@equalaccess.org) only. The subject line of the email must reference: '**RFP HQ-2022-01 C&P**' and the **Vendor Name**.

### **1.7 Interview/Clarification Questions and Answers**

EAI reserves the right to ask question of offerors and to conduct interviews regarding their proposal, particularly relating to the technical approach and key staff, prior to final evaluation and award. If EAI chooses to conduct interviews, they will take place before the anticipated award date.

## **1.8 Proposal Format**

For EAI to conduct the most efficient proposal evaluation, bidders are required to include in their proposal the information as described below. The Technical Proposal and Cost Proposal must be submitted in separate files, but may be transmitted in one email (as attachments in the required format).

### **1.8.1 Technical Proposal**

**a.** Technical Approach – Offerors must describe their proposed technical approach to providing the services required in the SOW (found in Annex 1). In a Word or pdf document of **no more than two (2) pages (not including any Annexes)**, describe: a) of the activities you would undertake to provide the required services and/or deliverables; b) your past accomplishments providing these or similar services; and c) how you would prevent or mitigate any existing, potential, or perceived conflict of interest.

**b.** Key Personnel – Offerors must list a minimum of one (1) and maximum of three (3) key personnel, and—in annex (in Word or pdf) to the Technical Proposal—provide CVs of the key personnel’s work experience and other relevant qualifications (including language proficiency). Key personnel are those who will be responsible for a significant portion of the SOW (as outlined in Annex 1). Each CV must be two (2) pages or less.

**c.** References – Offerors should provide—in annex (in Word or pdf)—three (3) points of contact who can reference direct work experience with you and/or your organization related to services provided that were or are similar to the SOW in Annex 1 to this RFP. References should include (at a minimum) the points of contact’s: name; organizational affiliation; email address; and phone number.

If you cannot present the requested number of references, please briefly explain why. The annex consisting of all references as well as any (additional) explanation (if applicable) must be no more than one (1) page total.

### **1.8.2. Financial Proposal**

Offerors must submit a cost proposal/pricing, including hourly rate(s) for services described in Annex 1 – SOW. The cost proposal/pricing must be valid for the 12-month period of performance. The budget should include: key personnel name(s) and their rates (per hour), and additional fees or charges, if any. Other direct costs, as may be approved in advance during implementation of the award, will be reimbursed at cost, and need not be included in the proposal. The cost proposal may be submitted in Word, pdf, or Excel, but should be no more than one (1) page in print copy in whichever format.

## 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-price offeror or other than the highest-rated technical offer. The evaluation factors and allocated points are as follows:

1. **Technical Approach** – Up to 25 points awarded based on the information presented in response to 1.8.1.a above.
2. **Relevant Key Personnel and Organizational Experience** – Up to 75 points based on the relevant experience of key staff and the offeror's organizational portfolio of relevant performance, including references of past clients, as requested in 1.8.1.b and 1.8.1.c above.
3. **Cost** – The cost proposal will be reviewed and evaluated for realism and reasonableness. EAI reserves the right to evaluate cost/technical trade-offs, and will award to the firm or individual providing the best value to EAI, both 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 hourly rate(s) for the entire period of performance.

## 1.11 Minimum Bidder Qualifications

Offerors submitting proposals must:

- 1) Be officially licensed to do such business in their place of registration and operation;
- 2) Provide (in annex) documentation to verify licensure (e.g. tax id, registration certificate);
- 3) 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;
- 4) Be able to demonstrate adequate management, human and financial resources to perform the contract; and
- 5) Have satisfactory records of performance history, integrity, and business ethics.

EAI shall not award a contract to any organization or individual determined ineligible for award by the US Government.

## 1.12 Late Proposals

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

## 1.13 Modification of RFP Requirements

EAI retains the right to terminate this RFP or modify the requirements upon notification.

## 1.14 Right of Negotiation and Acceptance of Proposal

This RFP does not legally obligate EAI to award a contract. EAI reserves the right not to make an award to any Offeror, or make awards to more than one Offeror. No commitment is made, either expressed or implied, to compensate Offerors for costs incurred in the preparation and submission of a proposal.



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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. A proposal must be complete, signed by an authorized signatory, and delivered before the deadline. EAI reserves 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, including interviews, with any responsive Offeror for all or part of the proposed scope.

## **ANNEX 1**

### **STATEMENT OF WORK**

### **BID COST AND PRICING SERVICES**

Equal Access International (EAI) – a non-governmental organization (NGO) headquartered in Washington, D.C. – partners with communities around the world to co-create sustainable solutions using community engagement and participatory media and technology. With funding from bi-laterals, multi-laterals, foundations, and individual donors, EAI has a 20-year record of accomplishment and currently operates in Burkina Faso, Cameroon, Chad, Kenya, Mali, Nepal, Niger, Nigeria, the Philippines, and Somalia.

#### **PROJECT OVERVIEW:**

EAI seeks Costing & Pricing Consultants to provide strategic cost and pricing support to various solicitation responses from donor agencies like USAID, US State Department, UK FCDO, and others, such as UN agencies and foundations. The services will span new business opportunities from the capture through the proposal submission phase. The consultants are expected to proactively coordinate with multiple key proposal players, including the Bid/Proposal Manager, Technical Lead, Recruiter, and the Program Management Unit. The consultant will report to the Senior Director of Business Development, and work closely with the Chief Financial Officer, who has final authority on all cost and pricing matters.

#### **OBJECTIVES/DELIVERABLES:**

The main responsibilities and tasks among the required services are:

- Developing cost proposals by ensuring compliance with requirements in RFPs/RFAs and other types of requests from potential donors and clients (as listed above).
- Evaluating cost and pricing requirements in solicitations, and advising on issues related to submitting a compliant cost proposal with full indirect recovery.
- Preparing basis of estimates (‘back-of-envelope’) in support of price-to-win strategies, and coordinating with the proposal team to set schedules for cost proposal development.
- Reviewing subrecipient/-contractor proposals and pricing data for accuracy, completeness, consistency, and reasonableness, and assuring that all information and materials provided meet the solicitation requirements.
- Writing budget narratives for cost proposals in conjunction with the Program Management Unit.
- Compiling all cost proposal documents, including the subrecipient/-contractor cost proposals, for final submission.

#### **KEY PERSONNEL EXPERTISE:**

- Bachelors’ degree (or equivalent) in finance, business economics, accounting, or related field.
- 8+ years of experience in budgeting and pricing for a global, non-profit organization, including experience with USAID applications/proposals; additional agencies or foundations preferred but not required.

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- Experience developing and modeling pricing for multiple proposal/application budgets (ranging from \$500,000 to above \$20,000,000, including one or more subs, and for various agreement and contract types) per year.
- Knowledge of U.S. Government assistance/contracting rules and regulations (e.g., 2 CFR 200 and FAR Part 15).
- Knowledge and experience with all US Government contract types/vehicles, grants, cooperative agreements, including umbrella mechanisms and those requiring cost share.
- Demonstrated ability to develop basis of estimates necessary for detailed audits.
- Knowledge of contract and grant management and compliance, and the pre- and post-award procedures necessary to structure pricing and costing that allows efficient implementation with results.
- Professional proficiency in English, with proficiency in second language (notably French or Arabic) preferred.

**AVAILABLE RESOURCE MATERIALS:**

EAI will provide the consultant with necessary documents and guidance. While EAI will provide any available background documents to assist in determining costs and pricing, the consultant is expected to identify and use resources via electronic and print media, and solicit additional information and resources, as necessary.

**LOCATION:**

Remote/home-based

**TRAVEL:**

The consultant is not expected to travel.

**PERIOD OF PERFORMANCE:**

The period of performance for this Scope of Work is for 12 months, with the option of extension, depending on performance.