

Request for Quote

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| RFQ #: | RFQ401-05-18 |
| Issued on: | December 13, 2019 |
| For: | Logistical and Research Services in Guinea |
| Period of Performance: | o/a January 27 with field work February 3, 2020 through February 21, 2020 |
| Proposal Deadline: | December 30, 2019, 5:00 pm EST |

PURPOSE

The objective of this Request for Quote (RFQ) is to obtain the services of a Guinea-based firm to support a youth assessment in Guinea.

BACKGROUND

Making Cents International (Making Cents), under contract to USAID, will be conducting a Cross-Sectoral Youth Assessment (CSYA). The purpose of the CSYA is to identify opportunities for a more strategic engagement of youth in shaping Guinea's journey to self-reliance. Recommendations resulting from the youth assessment will also be used to inform course corrections in ongoing activities to address youth development issues.

A thorough analysis of the status and landscape of youth and youth initiatives in Guinea, which will identify key barriers and opportunities for better engagement of youth and a review of USAID's experiences in youth programming, will be the basis for decisions on strategic planning and future programming targeting or including youth.

The selected offeror will provide logistical and research services to support the assessment, which will encompass in-country stakeholder consultations and in-depth peer group discussions with youth in Conakry and across the seven regions of Guinea. The full in-country Assessment Team will be comprised of the Team Lead (Making Cents), the Deputy Team Lead (Making Cents), eight Youth Researchers, and a logistician (provided by the selected offeror).

SCOPE OF WORK

The selected offeror will manage the logistical elements of the CSYA and in order to facilitate the desired number and composition of focus group discussions (FGDs), provide a team of eight local Youth Researchers (four male and four female per team, all aged 18-30), who will conduct and record the FGDs, process FGD data, and take notes at select key stakeholder interviews. Throughout, the selected offeror is expected to directly collaborate with—and manage key resources received from—Making Cents. Specifically, the selected offeror will be responsible for the following tasks and deliverables:

1) Logistical Services for Assessment Coordination and Preparation for the Assessments

The selected offeror will provide a Logistician to coordinate planning and travel logistics for the assessment, to include:

- Making hotel reservations in secure hotels for the full Assessment Team in all assessment field sites.
- Arranging rental vehicles for Assessment Team travel between all assessment field sites.
- Arranging for security monitoring and support if needed for the full Assessment Team in areas deemed potentially insecure, through consultation with Making Cents.
- Supporting the selection of municipalities where FGDs will take place.

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- Scheduling and making arrangements for FGDs in all states identified in the sampling framework. This includes supporting the identification of youth participants, arranging refreshments and transportation stipends for FGD participants, procuring necessary FGD facilitation supplies, and identifying and confirming FGD venues.
- Assisting the Assessment Team Lead with all scheduling and transport arrangements for approximately 40-45 stakeholder interviews to be conducted in Conakry and across the seven regions of Guinea.

Note: The direct cost of the lodging and transportation arranged will be reimbursed to the offeror by Making Cents.

In preparation for the assessments the offeror will translate the FGD tools into French and the local language(s) as needed.

2) Assessment Team Training and Pilot Assessment Tool Testing

The selected offeror will provide a Logistician to coordinate the Assessment Team training and pilot assessment tool testing, to include:

- Procuring training venues in Conakry.
- Procuring catering (lunch and coffee/tea breaks) for the Assessment Team training (11 participants).
- Procuring stationery and other supplies (including notepads, pencils, and printed copies of assessment tools) for the assessment per the specifications of the Team Lead and Deputy Team Lead.

The selected offeror will provide four female Youth Researchers and four male Youth Researchers who will:

- Attend in full and actively participate in the Assessment Team training
- Conduct a pilot test of the FGD tools with Conakry-based youth, as per the data collection guidelines provided by the Assessment Team Lead and Assessment Deputy Team Lead during the assessment team training.
- Contribute to refinements to FGD tools and data collection process, according to pilot results.

3) Field Assessment

The selected offeror will work with the Assessment Team Lead and the Assessment Deputy Team Lead to conduct field assessment activities. The selected offerors' Youth Researchers who participated in the assessment team training and pilot assessment tool training will:

- Conduct approximately a total of 28 FGDs in Conakry and across the seven regions of Guinea.
- Take notes for key informant interviews and meetings, as necessary.

The selected offeror will provide a Logistician who will:

- Propose two routes that will be traveled by the assessment team (half on one route, the other half on the second). The combined routes should incorporate the seven regions of Guinea.
- Develop an information package for the Assessment Team, including information on parameters of arranged FGDs, hotel reservations, and transit information, and disseminate to assessment team members in advance of field visits, and as details change.

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- Monitor movements of and respond to all inquiries from Assessment Team members regarding travel, logistics, and security.

4) Data Analysis

The selected offeror’s Youth Researchers who participated in the field assessment will:

- Take and compile expanded notes in English for each FGD conducted on a daily basis.
- Participate in daily debriefs to review notes from FGDs conducted and to cluster participant responses.
- Debrief with the assessment team to analyze data after completing all field site visits.

DELIVERABLES

The offeror will propose a program of activities addressing the above scope of work. Minimum deliverables include:

| DELIVERABLES FOR ACTIVITY 1: Logistical Services for Assessment Coordination |
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| <ul style="list-style-type: none"> • Final sampling frame for Conakry and across the seven regions of Guinea to be identified • Final schedule for week 1 stakeholder interviews • Final list of FGDs, by assessment state • Final list of (initial) key stakeholder interviews, by assessment state • Week 1 stakeholder interview expanded notes (submitted electronically) • Arrangements for vehicles and hotel reservations for all Assessment Team members through the entire field assessment |

| DELIVERABLES FOR ACTIVITY 2: Assessment Team Trainings and Pilot Assessment Tool Testing |
|---|
| <ul style="list-style-type: none"> • Procured training venue, supplies, and catering for six team members per training. • Support to and participation in the Assessment Team Trainings. • Arrangements for pilot FGDs, including identifying youth participants and procurement of venue. • Completion of pilot FGDs, including detailed notes and suggestions to improve the FGD assessment tool. |

| DELIVERABLES FOR ACTIVITY 3: Field Assessment |
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| <ul style="list-style-type: none"> • Approximately 28 FGDs (with 6-8 participants per group) in Conakry and across the seven regions of Guinea, including procurement of FGD refreshments and supplies, identification of FGD venues, and identification of youth FGD participants (ages 18-35, segmented by age bands 18-24; 24-35; and sex). • Key informant interviews arranged at the state-level as requested by the Assessment Team Lead or Assessment Deputy Team Lead. • Comprehensive information package disseminated to assessment team members in advance of all field visits. • Approximately 28 FGDs conducted in Conakry and across the seven regions of Guinea to be identified by Youth Researchers using specified FGD assessment tools and following data collection and analysis processes as outlined by Team Lead and Deputy Team Lead. • Support to state-level key informant interviews, including note-taking as requested. • Timely response to all communication from assessment team members. |

DELIVERABLES FOR ACTIVITY 4: Contribute to Data Analysis

- Youth Researcher attendance for an approximately two-hour debriefs led by the Deputy/Team Lead.
- All FGD and interview expanded notes (submitted electronically).
- All participant intake forms from the FGDs entered into a spreadsheet
- All reimbursable receipts compiled and submitted.

CONTRACT MECHANISM

Making Cents International anticipates issuing a fixed price, deliverables-based contract through a purchase order mechanism to the offeror.

PROPOSAL SUBMISSION INSTRUCTIONS

Proposals must be submitted in the format outline below. Please note that the proposal must be concise, comprehensive, and responsive to the instructions contained herein. Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective proposal in response to this RFQ are not desired and may be construed as an indication of the offeror's lack of cost consciousness. Elaborate art work and expensive visual or other presentation aids are neither necessary nor wanted. These same requirements exist for the submission of subsequent revised technical and/or cost proposals, and technical/cost clarifications.

All proposals should include the following five items:

(1) Cover Letter (One page maximum)

Include the name of the organization submitting the proposal and the organization's DUNS number, if available. Include a contact person for the proposal, including his/her name (both typed and signed), title or position with the organization, address, telephone, and email address. Also state whether the contact person is the person with authority to contract for the offeror, and if not, that person should also be listed. The cover letter must be signed.

(2) Technical Approach to the Scope of Work (SOW) (three pages maximum)

The technical approach must provide enough information to permit a thorough evaluation of the proposal pursuant to the evaluation criteria listed below. The offeror must demonstrate a clear understanding of the SOW requirements. A brief description of how each of the tasks specified above will be implemented is required.

(3) Past Performance References

A minimum of two client references from entities to which similar services were provided during the last three years should be included. These references should include company name, contact person, telephone number, and email address.

(4) Price

The price section should include enough detail—with a narrative explaining each line item—for cost evaluation purposes. Please include a total price and also an itemized list with costs pertaining to the deliverables outlined in the SOW.

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(5) Signed Representations and Certifications

See section below for Required Representations and Certifications.

EVALUATION CRITERIA

These criteria are intended to (a) serve as the standard against which all proposals will be evaluated and (b) serve to identify the significant areas offerors should address in their proposals. This will be a best value evaluation considering the factors below totaling 100 points.

| Criteria | Description | Maximum Score |
|--------------------|--|----------------------|
| Technical Approach | <ul style="list-style-type: none">• Clarity and appropriateness of proposed activity.• Implementation plan and proposed timeline are realistic and include all proposed elements of activity. | 50 |
| Past Performance | <ul style="list-style-type: none">• Previous successful experience implementing similar activities. | 20 |
| Personnel | <ul style="list-style-type: none">• Proposed personnel have appropriate level of qualification and experience to implement project. | 15 |
| Price | <ul style="list-style-type: none">• Reasonableness of proposed price based on scope of activities proposed.• Cost realism. | 15 |
| | OVERALL MAXIMUM SCORE | 100 |

Making Cents may elect to interview potential offerors in addition to evaluating the written proposal.

Award will be made to the responsible and responsive offeror whose offer is determined to be the "Best Value" and responsive to the RFQ terms.

A responsive offer is one which complies with all the terms and conditions of the RFQ without material modifications. A material modification is one which affects the price, quantity, quality or delivery of the equipment or materials, or which limits in any way any responsibilities, duties or liabilities of the offeror or any rights of the Contracting Officer.

The offer of any offeror which does not conform to the foregoing instructions may be rejected.

PROPOSAL DELIVERY INSTRUCTIONS

Proposals must be submitted electronically via email with attachments to youthpower@makingcents.com. Each email must not exceed 10MB in size, including all attachments. All emails containing proposal files should, in the address line, state the name of the offeror and the RFQ number. If sending proposals by multiple emails, please indicate in the subject line the desired sequence of multiple emails. Zip files are not permitted. Facsimile submission is not authorized and will not be accepted.

EXECUTIVE ORDER ON TERRORISM FINANCING

Offeror is reminded that US Executive Orders and US law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the offeror to ensure compliance with these Executive Orders and laws.

NOTE

1. Making Cents will not compensate offerors for preparation of their response to this RFQ.
2. Issuing this RFQ is not a guarantee that Making Cents will award a contract.
3. Making Cents reserves the right to issue a contract based on the initial evaluation of offers without discussion.
4. Making Cents may choose to award a contract for part of the activities in the RFQ.
5. Making Cents may choose to award contracts to more than one offeror for specific parts of the activities in the RFQ.
6. Making Cents may request from short-listed offerors a second or third round of either an interview or written response to a more specific and detailed scope of work that is based on a general scope of work in the original RFQ.
7. Making Cents has the right to rescind an RFQ, or rescind an award prior to the signing of a contract due to any unforeseen changes in the direction of Making Cents' client, be it funding or programmatic.
8. Making Cents reserves the right to waive any deviations by offerors from the requirements of this solicitation that in Making Cents' opinion are considered not to be material defects requiring rejection or disqualification; or where such a waiver will promote increased competition.
9. Data produced by this belongs to Making Cents. Any distribution of data must first have written authorization from Making Cents or its designated representative.

LATE SUBMISSIONS, MODIFICATIONS, AND WITHDRAWALS OF PROPOSALS

At the discretion of Making Cents, any proposal received at the office designated in the RFQ after the exact date and time specified for the receipt may not be considered unless it is received before award is made and it was determined by Making Cents that the late receipt was due solely to mishandling by Making Cents after receipt at its offices.

Proposals may be withdrawn by written notice, (email or regular mail) received at any time before award.

FALSE STATEMENT IN OFFER

Offerors must provide full, accurate and complete information as required by this solicitation and its attachments.

REQUIRED REPRESENTATIONS AND CERTIFICATIONS

The quote shall be accompanied by the following required representations and certifications completed and signed by an official authorized by the offeror.

CERTIFICATION REGARDING TERRORISM FINANCING. IMPLEMENTING EXECUTIVE ORDER 13224

By signing and submitting this quote, the offeror provides the certification set out below:

1. The Offeror, to the best of its current knowledge, did not provide, within the previous ten years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts, as that term is defined in paragraph 3. The Certification in the preceding sentence will not be deemed applicable to material support or resources provided by the Offeror pursuant to an authorization contained in one or more applicable licenses issued by the US Treasury's Office of Foreign Assets Control (OFAC).
2. The following steps may enable the Offeror to comply with its obligations under paragraph 1:
 - a. Before providing any material support or resources to an individual or entity, the Offeror will verify that the individual or entity does not (i) appear on the master list of Specially Designated Nationals and Blocked Persons, which list is maintained by OFAC and is available online at OFAC's website: <http://www.treas.gov/offices/eotffc/ofac/sdn/t11sdn.pdf>, or (ii) is not included in any supplementary information concerning prohibited individuals or entities that may be provided by USAID to the Offeror.
 - b. Before providing any material support or resources to an individual or entity, the Offeror also will verify that the individual or entity has not been designated by the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the "1267 Committee") [individuals and entities linked to the Taliban, Usama bin Laden, or the Al Qaida Organization]. To determine whether there has been a published designation of an individual or entity by the 1267 Committee, the Offeror should refer to the consolidated list available online at the Committee's website: <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>.
 - c. Before providing any material support or resources to an individual or entity, the Offeror will consider all information about that individual or entity of which it is aware and all public information that is reasonably available to it or of which it should be aware.
 - d. The Offeror also will implement reasonable monitoring and oversight procedures to safeguard against assistance being diverted to support terrorist activity.
3. For purposes of this Certification-
 - a. "Material support and resources" means currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safehouses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials."
 - (i) "Training" means instruction or teaching designed to impart a specific skill, as opposed to general knowledge.
 - (ii) "Expert advice or assistance" means advice or assistance derived from scientific, technical, or other specialized knowledge
 - b. "Terrorist act" means-

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- (i) an act prohibited pursuant to one of the 12 United Nations Conventions and Protocols related to terrorism (see UN terrorism conventions Internet site: <http://untreaty.un.org/English/Terrorism.asp>); or
 - (ii) an act of premeditated, politically motivated violence perpetrated against noncombatant targets by subnational groups or clandestine agents; or
 - (iii) any other act intended to cause death or serious bodily injury to a civilian, or to any other person not taking an active part in hostilities in a situation of armed conflict, when the purpose of such act, by its nature or context, is to intimidate a population, or to compel a government or an international organization to do or to abstain from doing any act.
- c. "Entity" means a partnership, association, corporation, or other organization, group or subgroup.
- d. References in this Certification to the provision of material support and resources shall not be deemed to include the furnishing of USAID funds or USAID-financed commodities to the ultimate beneficiaries of USAID assistance, such as recipients of food, medical care, micro-enterprise loans, shelter, etc., unless the Offeror has reason to believe that one or more of these beneficiaries commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.
- e. The Offeror's obligations under paragraph 1 are not applicable to the procurement of goods and/or services by the Offeror that are acquired in the ordinary course of business through contract or purchase, e.g., utilities, rents, office supplies, gasoline, etc., unless the Recipient has reason to believe that a vendor or supplier of such goods and services commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

This Certification is an express term and condition of any agreement issued as a result of this application, and any violation of it shall be grounds for unilateral termination of the agreement by USAID prior to the end of its term.

OFFEROR: _____

Authorized Signatory: _____

Title: _____

Date: _____

CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, 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 in connection with the awarding of any Federal contract, the making of any Federal Cooperative Agreement, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than 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 in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned must complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (3) The undersigned must require that the language of this certification be included in the award documents for all subawards at all tiers (including contracts, subawards, and contracts under grants, loans, and cooperative agreements) and that all subrecipients must certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification will be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

"The undersigned states, to the best of his or her knowledge and belief, that: If any 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 in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned must complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement will be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure."

OFFEROR: _____

Authorized Signatory: _____

Title: _____

Date: _____

CERTIFICATION OF INDEPENDENT PRICE DETERMINATION

- (a) The offeror certifies that—
 - (1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror, including but not limited to subsidiaries or other entities in which offeror has any ownership or other interests, or any competitor relating to (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered;
 - (2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror, including but not limited to subsidiaries or other entities in which offeror has any ownership or other interests, or any competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated or competitive solicitation) unless otherwise required by law; and
 - (3) No attempt has been made or will be made by the offeror to induce any other concern or individual to submit or not to submit an offer for the purpose of restricting competition or influencing the competitive environment.

- (b) Each signature on the offer is considered to be a certification by the signatory that the signatory--
 - (1) Is the person in the offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or
 - (2) (i) Has been authorized, in writing, to act as agent for the principals of the offeror in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above;
(ii) As an authorized agent, does certify that the principals of the offeror have not participated, and will not participate, in any action contrary to subparagraphs (a) (1) through (a)(3) above; and
(iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above.

- (c) Offeror understands and agrees that—
 - (1) Violation of this certification will result in immediate disqualification from this solicitation without recourse and may result in disqualification from future solicitations; and
 - (2) Discovery of any violation after award to the offeror will result in the termination of the award for default.

OFFEROR: _____

Authorized Signatory: _____

Title: _____

Date: _____

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, OR PROPOSED DEBARMENT

By signing and submitting this certification, the Offeror provides the certification set out below:

By signing and submitting this certification, the Offeror provides the following assertion: to the best of its knowledge and belief, the Offeror and/or any of its Principals are () are not () presently debarred, suspended, proposed for debarment, or declared ineligible for award of contracts by any Federal agency.

OFFEROR: _____

Authorized Signatory: _____

Title: _____

Date: _____

- END OF RFQ -