



The Center for International Education
at UMass Amherst



Request for Services/Quote
RFQ# UMQ201907
Legal Representation

RFQ No.	UMQ201907
Issue Date	August 18, 2019
Title	University of Massachusetts Amherst
Purpose of RFQ	Secure services from local Afghan Agency to assist with navigating Afghan Law as it relates to the Directorate General Central Business Registry & Intellectual Property (CBRIP) (formerly called Afghanistan Investment Support Agency (AISA)) and related Afghanistan Government entities.
Deadline for Questions	All questions must be submitted in writing via email to: CIE-inbox@umass.edu by August 26, 2019 . Questions received will be compiled, answered, and shared with all bidders.
Deadline for Receipt of Proposals	Deadline for proposals is August 31, 2019. Late offers will be rejected except under extraordinary circumstances at UMass/USWDP's discretion. Please submit your proposal via email to: CIE-inbox@umass.edu .
Basis for Selection	Award will be made to the Offeror whose final offer represents the best value using a combination of cost and confirmed previous successful performance.
Anticipated Award Type	Fixed Fee based on completion of deliverables as detailed below.
Period of Performance	As detailed in final negotiated Deliverables Table
Minimum Eligibility Requirements	Demonstrated experience working with US based INGO's/NGO's working in Afghanistan. Documented successful experience working CBRIP, LTO and banks in Kabul.
Payments	Bank wire transfer or check in the name of the vendor, less tax will be paid upon the satisfactory completion of deliverables as detailed below. (or Vendor will be responsible for submitting tax payment to Afghan authorities at time of submission). No cash payments will be made under this award. The University of Massachusetts reserves the right not to award a contract to any of the bidders. Offerors will not be reimbursed for any costs associated with the preparation of their bids.

Procurement Ethics	By submitting a proposal, Offerors certify that they have not/will not attempt to bribe or make any payments to the University of Massachusetts or our employees in return for preference, or to affect the results of the award. Any reports of fraud or corruption will not be tolerated, and vendors who engage in such activities will face serious consequences.
Disclaimers and Protection Clauses	<p>The University of Massachusetts/CIE:</p> <ul style="list-style-type: none"> • Reserves the right to cancel this solicitation and not make any award • Awards subject to availability of funding • May reject any or all responses received • Reserves the right to disqualify any offer based on Offeror failure to follow solicitation instructions • Will not compensate Offerors for responses to solicitation • Reserves the right to issue award based on initial evaluation of offers without further discussion • Reserves the right to award only part of the activities in the solicitation • Reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition • Will contact Offerors to verify the contact person, address and that bid was submitted from the Offeror.

I. BACKGROUND

Provide organizational details; ie. Date of establishment, number of employees, current services provided, etc. Link to a website not sufficient in and of itself

II. OVERVIEW OF THE REQUESTED SERVICES

Work on behalf of the University of Massachusetts with Directorate General Central Business Registry & Intellectual Property (CBRIP) (formerly called the Afghanistan Investment Support Agency (AISA)) and any other Afghanistan Government entities that are relevant to renew the UMass registration and process the change in vice-president on the UMass registration. Work related to AISA will terminate when the registration is renewed and the change in vice-president is successfully complete.

Additional services may be requested if needed as part of this contract. Tasks and costs of such requests will be negotiated.

Outcomes/Deliverables

- 1) Renewal of UMass registration with CBRIP.
- 2) Update of Officers; changing Vice-President.

III. PROPOSAL INSTRUCTIONS

All documents must be submitted in English language.

Proposal should contain the following documents:

Cover letter on the Institution's letterhead signed by an authorized representative. The letter should include full address, contact information, and points of contact, including the organization's authorized negotiators. The letter should clearly indicate the full support of the institution for the activity being proposed.

PART A – REFERENCE LETTERS

Offerors who provide four (4) reference letters to demonstrate prior client satisfaction with similar services will strengthen the competitiveness of the proposal. See Appendix A

PART B – COST PROPOSAL

Please provide a complete quote for services per deliverables. See Appendix B.

IV. EVALUATION

An evaluation of references and demonstrated past accomplishments will be conducted prior to the evaluation of cost proposals.

V. SUBMISSION OF OFFERS

Interested organizations are required to submit a complete package electronically as described in this solicitation comprising of the price quote, supporting documentation, and any other materials specified, to the University of Massachusetts at the date, time and address indicated on the cover sheet of this document. All offers must be **dated and signed** by an authorized representative of the offeror's organization.

Offeror should provide the name, address, telephone and e-mail address of the individual in the offeror's organization to be contacted, if necessary, during the evaluation of the proposal.

Electronic Submission Requirements

Proposals should be submitted via email to Barbara Gravin Wilbur at CIE-inbox@umass.edu.

The subject line of the submission email should state the following:

Quote for Services: UMQ201907

All email attachments should be submitted in a PDF format.

Once sent, check your own e-mails to confirm that your attachments were indeed sent. If you discover an error in your transmission, re-send the material again and note in the subject line of the email that it is a "corrected" submission. Do not send the same e-mail more than once unless there has been a change, and if so, note that it is a corrected e-mail. Each offeror is responsible for its submissions.

You will receive an e-mail confirming receipt of your proposals.

Any proposal received after the due date and time may not be accepted and may be considered non-responsive.

Appendix A: References

Include references that best illustrate your relevant experience supporting similar work.

#	<i>Description of Work performed</i>	<i>Client Name, Contact Name & Tel/Email</i>	<i>Type of Organization</i>	<i>Location</i>	<i>Length of service</i>	<i>Type of Agreement, Subcontract, Grant, PO (fixed fee, cost reimbursable)</i>
1						
2						
3						
4						
5						

Appendix B: Deliverables

<i>Deliverable</i>	<i>Projected # of Days</i>	<i>Delivery Date</i>	<i>Fee for Deliverable</i>	<i>Justification for fee*</i>
<i>Receipt of UMASS Amherst registration renewal</i>		On or Before October 1, 2019		
<i>Update of Officers: Vice President</i>		TBD*		

TBD* - to be determined

* Provide brief explanation of rationale for each fee – e.g. estimate of number of hours/days of work needed.