



REQUEST FOR PROPOSAL

To: Offerors

From: Tetra Tech - ARD

Title: Digitalization of Capacity Needs Assessment Tool (CNAT) for IDLG CIDD

RFP No.: RFP-ISLA-SC-003-20

Issuance Date: 20 September 2020

Closing Date for Questions: 26 September 2020

Closing Date for Submission of Proposals: 03 October 2020 (3:00 pm. Kabul, Afghanistan local time)

The USAID Initiative to Strengthen Local Administrations (USAID ISLA) Project was awarded to Tetra Tech to strengthen sub-national government systems in Afghanistan to enable the Government of the Islamic Republic of Afghanistan (GIRoA) to improve provincial governance in the areas of fiscal and development planning, representation of citizens, and enhanced delivery of public services.

Schedule

1. **Type of Award** – ISLA intends to award a Fixed Price Subcontract to a qualified Offeror, in accordance with the evaluation criteria set forth in the RFP.
2. **Scope.** The Scope of Work applicable to this RFP is fully described in Appendix A of this RFP and shall include the following objectives and deliverables:

Objective:

- Tetra Tech's USAID ISLA projects works with the Independent Directorate of Local Governance (IDLG) to digitalize the existing MS. Excel-based Capacity Needs Assessment Tool (CNAT). Objective of the tool is to: 1) map the level of skills possessed by the Provincial Governors' Offices and their employees; 2) identify the skills enhancement and training needs; 3) assign training courses and provide online resources and training course as per need; and 4) analyze and generate reports for the pre and posttest data.
 - To obtain the objective, Tetra Tech's project office is working to hire a consultancy to develop an online system for the CNAT and create a linkage between the training manuals and handouts (available in PDF and MS. Word), and provide training to system operators on how to run the system. Details of the systems are available in below sections.
3. **Compliance with RFP Instructions** – Offerors are expected to examine all instructions, terms and specifications for the required services contained in this RFP and attached hereto. Failure to comply with these instructions will be at the offeror's risk and may affect the evaluation of the proposal.

4. **Submission of Questions** – Questions may be submitted no later than **26 September 2020** (3:00 pm. Kabul, Afghanistan local time). All offerors are invited to address questions to the Subcontract Unit via the email address subcontracts@isla-af.com. Offerors must insert in the subject line of their email the full RFP Number and Title (shown above). No questions will be answered over the phone or in person; all questions must be submitted in writing. All reasonable, applicable questions received will be compiled into one amendment and will be posted in www.acbar.org and www.kabultenders.org websites by **28 September 2020** (4:00 pm. Kabul, Afghanistan local time).
5. **Submission of Proposals** – Your proposal must be emailed to subcontracts@isla-af.com, indicating the RFP number and title. Appendices A through F of this RFP shall be included as part of the offeror's proposal.

The proposal must be sent to the above email address by no later than **03 October 2020** (4:00 PM, Kabul, Afghanistan Local Time).

Tetra Tech reserves the right to not evaluate non-responsive proposals submitted in response to this solicitation. All proposals submitted by offerors must remain valid for acceptance by Tetra Tech for a period of **not less than 60 calendar days** from the above specified closing date.

6. **Bidder's Agreement with RFP Terms & Conditions** – The submission of a proposal to Tetra Tech will constitute an offer and indicate the Offeror's agreement to the terms and conditions of this RFP, and any attachments and/or amendments hereto. Tetra Tech reserves the right to award a subcontract without discussion and/or negotiation; however, Tetra Tech also reserves the right to conduct discussions and/or negotiations prior to award of any subcontract, which among other things, may require submittal of a revised proposal (technical and/or price factors). Tetra Tech may increase or decrease the service described in this RFP at its discretion without statement of cause. Issuance of this RFP in no way obligates Tetra Tech to award a subcontract, nor does it commit Tetra Tech to pay any costs incurred by an offeror in preparing and submitting a proposal submitted in response to this RFP.

Please note that in submitting a response to this solicitation, the Offeror understands that USAID is not a party to this solicitation and the offeror agrees that any protest hereunder must be presented—in writing with full explanations—to Tetra Tech for consideration, as USAID will not consider protests made to it under USAID-financed subcontracts. Tetra Tech, at its sole discretion, will make a final decision on the protest for this procurement.

7. **Composition of Proposal** – A proposal will consist of Appendices A through F (accurately and fully completed), for the work described in Appendix B – Scope of Work.
8. **Index of RFP** – This RFP is comprised in its entirety of the following sections and appendices:

Sections of RFP

Section 1	Proposal Submission Documents
Section 2	Instructions for Preparation of Technical Proposal
Section 3	Subcontract Terms & Conditions
Section 4	Evaluation Criteria

Appendices

Appendix A	Proposal Cover Letter
Appendix B	Scope of Work/Deliverables – Technical Proposal
Appendix C	Pricing Schedule
Appendix D	Summary of Relevant Work Experience
Appendix E	Copy of Business License
Appendix F	Certifications

Section 1 – Proposal Submission Documents

Appendix A - Cover Letter: The cover letter must conform to the format in Appendix A, be on the commercial letterhead of the offeror, signed by an authorized representative of the offeror, and stamped with organization's seal. The cover letter must state the period of validity of the proposal; however, the period **must not be less than 60 days**.

Appendix B – Technical Proposal: To include an Executive summary, a full description of the proposed technical approach to the work, examples of demonstrated experience performing similar work, and a staffing plan including key personnel; as described in Section 2 of this RFP.

Scope of Work:

USAID ISLA seeks the services of a qualified national firm specializing in IT Programming and Database development to digitalize an MS. Excel-based CNAT. The requirements are as follow:

- The database and system will be hosted locally.
- Data should be accessed online with the ability of real time updates.
- Should have user privilege for operator, team leaders and administrators.
- The database should support direct entry and offline entry through CSV excel file.
- Should have the capacity of report generation. (individual reports, province-wise reports, sector-wise reports, department-wise reports and organization-wide collective reports)
- The system should provide a progress tracker for the mentioned types of reports.
- Using the CNAT, the database should identify need for individuals and institutions.
- The databased should support an online library that will contain PPT slides, videos, online classes and PDF documents. (The library will be built in the future)
- The database should support the tool used for pre and posttests. The system should also support generate an analytical report of the pre and posttest take by individuals.
- Specific training manuals and handouts will be populated in the system and individuals will have the choice to go through them once a training course is assigned for them.
- The system will have the capacity of updating extra training courses and manual for future upgrades.
- The system developer should provide source code ownership.
- Future upgradability and future proofing for the software and ability to link to other data banks through APIs.

Appendix C – Pricing Schedule: The offerors shall submit its proposal in the format provided in Appendix C. All prices shall be quoted in local currency Afghanis (AFN). Quoted prices shall be all inclusive, in that all offered pricing will be fully burdened with all ancillary, associated costs like travelling, boarding, lodging, overhead and profits. In case of price discrepancy between a unit price and total price, the unit price shall prevail.

The offeror shall refer to Appendix B, Scope of Work for details regarding the activities that are required to be performed when pricing each of the items described below and reflected on the Appendix C,

Specific Contract Deliverables:

- Digitalize of the MS. Excel-based CNAT
- Develop a database to include progress tracker with the ability to assess individuals and institutions capacities, analyze the pre and posttests, and assign training courses from training library.
- Design, develop and implement relational databases using different DBMSs and interlinking them with tested codes, programming links and troubleshooting mechanisms
- Test and run the system for at least two weeks to give a hands-on training to officials using the system.
- Create a user manual for the database and APIs

Pursuant to Article 72 of the Afghanistan Income Tax Law, Tetra Tech is required to withhold Subcontractor taxes from any gross amount payable to the Subcontractor. In accordance with this requirement, Tetra Tech will withhold two percent (2%) tax from the Subcontractor's gross invoices if the Subcontractor is in possession of an active business registration license issued by the Ministry of Commerce and Industry, AISA, the Ministry of Information and Culture, the Ministry of Education, or the Ministry of Public Health, at the time it submits invoices to Tetra Tech for payment, and the invoices are successfully reviewed and approved. If the Subcontractor does not possess a business license issued by these public entities, but possesses licenses issued by other local or national government entities or municipalities, Tetra Tech will in this case withhold a seven percent (7%) fixed tax on the gross amount payable to the Subcontractor, pending review and approval of the Subcontractor's invoices. In either case, this tax is withheld by Tetra Tech from the gross amount payable to the Subcontractor and subsequently remitted to the Ministry of Finance. Tetra Tech will maintain records of all such remittances.

Pricing Instructions:

1. All pricing submitted shall be firm and fixed.
2. The proposal to be submitted by the offeror is to be all inclusive such that it provides for all costs related to any labor, travel, required equipment, and any other indirect cost required to perform the services.
3. All Prices shall be quoted in Afghan Afghani (AFN) only.
4. Offeror shall submit quotes in prescribed Format of Appendix C.
5. Appendix C identifies the deliverables required under the proposed subcontract and individual firm fixed prices shall be provided for each item listed on Appendix B.
6. The unit prices for each item shall remain firm and fixed for the period of performance specified in the subcontract.
7. In case of price discrepancy between unit price and SUB-TOTAL/GRAND TOTAL price reflected in the Offerors' proposal, the unit price shall prevail.
8. The unit prices quoted shall be for complete service inclusive of all taxes.
9. For each deliverable item on the Appendix C Pricing Schedule, the Offeror shall indicate the proposed completion date in terms of days/weeks after award of a subcontract.

Note: Tetra Tech is exempt from import duties into Afghanistan.

Appendix D - Summary of Relevant Work Experience: Using the format provided in Appendix C, the Offeror must list no **more than three clients** that received services of a nature similar to the requirements of this RFP within the last three years. All references should have valid email and phone numbers. The Offeror must also provide copies of reference letters or certificates of completion from listed clients, if available. Tetra Tech reserves the right to independently verify all submitted letters and certificates.

Appendix E - Copy of Business License: Tetra Tech will not award a subcontract to an organization that fails to provide a current, valid copy of its AISA or Ministry of Commerce Business license or applicable recognized GIRoA business license. The Offerors' current, valid AISA or Ministry of Commerce Business License, or applicable recognized GIRoA business license, must be attached to Appendix D and submitted with the Offerors' proposal.

Offeror shall supply a clear, legible copy of the company owner and authorized representative's Tazkira and/or passport.

Appendix F – Certifications – must be completed, signed, stamped and included as part of its proposal.

Section 2 – Instructions for Preparation of Technical Proposal

The Technical Proposal in response to this solicitation should address how the Offeror intends to perform the work outlined in Appendix A, Scope of Work. The technical proposal should be organized by the technical evaluation criteria in Section 1, and include the following sections:

- Technical approach
- Demonstrated Experience
- Staffing Plan including Key Personnel

The technical proposal should be specific, clear, and complete.

A detailed workplan with timelines within first three days of the award of the contract.

All critical information from appendices must be summarized in the technical proposal.

a) Technical Approach

Describe the proposed approach for the completion of activities and deliverables as specified in the Scope of Work for this RFP. As part of your proposal, include information on how you would accomplish the work required and completion of the services in accordance with the required schedule outline in paragraph 3g below. The technical approach should specifically address each deliverable.

b) Staffing Plan including Key Personnel Key

Personnel:

The offeror's proposed staff shall be evaluated in accordance their skills and expertise. Therefore, the technical proposal must include a listing of key personnel and their corresponding technical credentials and experience. The proposed staffing proposal must state the availability of key personnel proposed for implementation of the work.

The offeror shall include a brief summary for each Key Personnel not to exceed one page including the extent and nature of key personnel's experience in implementing similar projects. Detailed CV/Resume should not exceed four pages in length and shall be in chronological order starting with most recent experience. Resume/CVs should also include a minimum of three (3) references of professional contacts with their contact information (name, title, organization, phone number, email address). Each resume shall be accompanied by a signed letter of commitment from each candidate including statement of (a) availability to start work as proposed by the offeror and (b) intention to serve for the stated term of the service.

All key personnel should possess strong written and verbal English communication and interpersonal skills.

The CVs of proposed key personnel for those individuals who will be responsible for the management of the implementation of the work required over the period of performance of the subcontract must be included with the Offeror's proposal, Key personnel should be limited to 4 individuals.

- c) Period of Performance** - The period of performance of any subcontract awarded as a result of this solicitation will be **2 months** from the date of commencement of contract duties.

Award of Subcontract and Subcontract Activity Schedule:

It is expected that award of a subcontract for the services required by this RFP will be approximately 15 October 2020. The general procurement schedule is reflected below and is subject to change due to circumstances. Tetra Tech reserves the right to modify the schedule and period of performance up to the date of subcontract award:

20 September 2020	Issuance of RFP
26 September 2020	Offeror submittal of questions
03 October 2020	Offeror submittal of proposals
07 October 2020	Completion of Evaluation
15 October 2020	Award of Subcontract
18 October 2020	Kickoff Meeting - Review of Scope of Work and work plan for Offeror.

d) Schedule of Activities/Completion of Deliverables:

The Offeror shall propose a scheduled completion date in terms of days after the award of a subcontract for each of the deliverable activities identified in Appendix B – Scope of Work. General time periods and completion dates are indicated in the table of activities included in Appendix B – Scope of Work, that represent Tetra Tech’s expectations, however, the subcontractor is free to propose alternative dates and/or time period which will be taken into consideration in the evaluation of all proposals.

The full description of each activity/deliverable are provided in RFP Appendix B – Scope of Work.

All activities related to the proposed subcontract are to be completed within 4 weeks after award of a subcontract, unless notified and agreed between both the parties in writing.

Section 3 – Subcontract Terms & Conditions

The Fixed Price Subcontract will specify the Terms & Conditions and will include but not be limited to, Delivery and Payment; Tax Withholding; Certifications; Inspection & Acceptance; Warranty; Termination; Incorporated Provisions, etc. All Terms & Conditions (T&C) are in compliance with generally accepted international business practices and/or in compliance with USAID specified Federal Acquisition Regulation (FAR) and USAID Acquisition Regulation (AIDAR) requirements. A draft subcontract is included in Appendix H. In the proposal cover letter, the offeror must confirm that it either accepts all T&Cs included in the draft subcontract or has included exceptions to the terms should the offeror be awarded the subcontract.

Any exceptions to the terms and conditions of the draft subcontract will be taken into consideration during the evaluation of the Offerors’ proposal and may result in a negative finding during the evaluation.

At the time of Subcontract award, the Subcontractor will be provided with a copy of the subcontract for signature, and Tetra Tech will be available to address any questions and comments.

Section 4 – Evaluation Criteria

Award of a subcontract or subcontracts shall be made on the basis of the evaluated lowest price, technically acceptable proposal(s) received in response to the RFP.

In order for a proposal to be determined to be technically acceptable, it must receive a score of 70 points or above. Proposals will not be ranked for non-cost/price factors.

In the event that no offered technical proposal scores at 70 points or higher, at the discretion of the Tetra Tech’s Chief of Party, the technical acceptance threshold may be lowered, but under no circumstances will it be lowered to less than 60 points.

1. Technical Evaluation

The Technical evaluation criteria that shall be applicable to proposals submitted in response to this RFP shall be as follows.

The Offerors' proposal shall be evaluated to determine overall technical capability to effectively implement the project. The sub-factors used to determine this will be:

a) Technical Approach (50 Points) – This score relates to the offeror's understanding of the Scope of Work, Pricing Schedule and technical specifications to perform the required work in accordance with the RFP specifications. Identify if the subcontractor can perform, deliver and complete the project in accordance with Tetra Tech requirements. The offeror shall demonstrate its capacities and capabilities to meet the requirements of section 2 and Appendix A of this RFP. Specifically, the Offerors will be evaluated against the following selection criteria for the Technical Approach:

- a. At least five years relevant work experience and the Offeror must list no more than three clients with sample of work carried out within the past three years. The Offeror must also provide copies of reference letters or certificates of completion from listed clients, if available. Tetra Tech reserves the right to independently verify all submitted letters and certificates.
- b. A valid copy AISA or Ministry of Commerce Business license or applicable recognized GIROA business license.
- c. The Offeror shall supply a clear, legible copy of the company owner and authorized representative's Tazkira and/or passport.
- d. Partner Information Form (USAID Vetting Procedures)

b) Demonstrated Experience (30 Points) – The Offeror should have strong technical experience in similar work in relevant provinces. This should include a demonstration of experience with data collection, management, and analysis at the subnational level with members of the public. The Offeror should also demonstrate experience working with GIROA counterparts at the national and subnational levels, as well as international donors (ex. USAID, DFID, European Union, World Bank, United Nations, etc.). This score relates to the experience of the Offeror in implementing similar projects as described in Attachments A, and as presented using Attachment E.

c) Staffing Plan including Key Personnel (20 points) – This score relates to the skills, education and experience of the Offeror's proposed technical and managerial staff and determination of whether they have the requisite capabilities to implement the work effectively.

2. Pricing

- a) **Pricing Matrix (Nil points)** – Pricing (please refer to Attachment B – Pricing Matrix) will be analyzed on the basis of reasonableness, allowability and realism based on the following considerations:
 - Is the pricing provided according to the RFP instructions and unambiguous?
 - Are proposed costs reasonable, realistic and balanced for the work to be performed under the award?
 - Do the costs reflect a clear understanding of the work requirements?
 - Are the costs consistent with the various elements of the Offeror's technical proposal?
- b) Only those price proposals associated by proposals that have been evaluated to be technically acceptable/qualified in accordance with the evaluation criteria specified in the RFP, will be evaluated.

- c) The selection of the successful subcontractor and award of a subcontract shall be based on a combination of price, technical rating resulting from the technical evaluation and the offerors' proposed performance schedule.

3. Miscellaneous

- a) Valid Business License Eligibility Requirement – this relates to the offeror to submit a valid Afghanistan license in according with the RFP Appendix D requirement. Offerors without valid license will not be considered for evaluation.
- b) **DISCLAIMER** –Please note that any and all references to brand, make, model, trademark, etc. are solely present for specifications purposes. We are not requesting that you quote the item listed; rather we are requesting that you quote items that meet or exceed the same technical specifications equal or greater quality for the item listed.
- c) Tetra Tech may or may not decide to negotiate with one or more Offerors. Prior to award, Tetra Tech reserves the right to one or more on-site inspections of similar work that the Offeror has recently completed, and access to the client(s) for whom the work was performed.

[End of RFP]