Request for Proposal for Providing Services for AIP

AIP-21-01

September, 292021

September 29, 2021

Table of Contents

[Table of Contents 1](#_Toc83826803)

[Introduction 2](#_Toc83826804)

[1.1 Purpose 2](#_Toc83826805)

[1.2 Coverage & Participation 2](#_Toc83826806)

[General Information 2](#_Toc83826807)

[2.1 The Organization 2](#_Toc83826808)

[2.2 Chronological List of Proposal Events 2](#_Toc83826809)

[Proposal Preparation Instructions 3](#_Toc83826810)

[3.1 Understanding 3](#_Toc83826811)

[3.2 Good Faith Statement 3](#_Toc83826812)

[3.3 Communication 3](#_Toc83826813)

[3.3.1 Offeror Inquiries 3](#_Toc83826814)

[3.3.2 Addenda 3](#_Toc83826815)

[3.4 Submission Instructions 3](#_Toc83826816)

[3.6. Evaluation Criteria 4](#_Toc83826817)

[3.7 Selection and Notification 5](#_Toc83826818)

[4. Statement of Work 5](#_Toc83826819)

[Additional Terms & Conditions 7](#_Toc83826820)

[5.1 Non-Disclosure Agreement 7](#_Toc83826821)

[5.2 Intellectual Property 7](#_Toc83826822)

[5.3 Offerors’ Responses 7](#_Toc83826823)

[5.4. Partial Award 7](#_Toc83826824)

[5.5 Liability 7](#_Toc83826825)

[5.6 No Collusion 7](#_Toc83826826)

[5.7 General Terms 7](#_Toc83826827)

[5.8 Entire RFP 7](#_Toc83826828)

[Annexes 9](#_Toc83826829)

[Annex 1: Cover Letter 9](#_Toc83826830)

[Annex 3: Proposal Requirements 12](#_Toc83826831)

Introduction

1.1 Purpose

The purpose of this Request for Proposal (RFP) is to invite potential subcontractors to submit a proposal and quote for delivering series of capacity building activities listed below in 2 sections for the Corruption Prevention Commission (CPC) in close collaboration with the commissioners and appointed representatives of various functional departments of the institution services.

Checchi and Company Consulting, an international development firm based in the United States, is implementing the USAID-funded Armenia Integrity Project. The purpose of the Integrity Project is to reduce opportunities for corruption and reinforce public demand for improved governance and accountability in Armenia by strengthening corruption prevention institutions and integrity systems, supporting the implementation of specific legal-regulatory measures for corruption prevention, and facilitating a collective action approach to hold local entities engaged in corruption prevention mutually accountable.

Checchi anticipates that this RFP will result in a Subcontract not to exceed ceiling of 14,478,300.00 AMD.

1.2 Coverage & Participation

Checchi reserves the right not to enter into any subcontract, to add, remove, or edit any aspect of the subcontract’s statement of work, prior to the negotiation of a subcontract without prior notification or liability. Checchi is not obligated to execute a subcontract nor is it committed to pay any costs incurred in the preparation and submission of the proposals.

General Information

2.1 The Organization

Checchi and Company Consulting, an international development firm based in the United States, is implementing the USAID-funded Armenia Integrity Project.

2.2 Chronological List of Proposal Events

The following calendar summarizes important dates in the solicitation process. Offerors must strictly follow these deadlines.

|  |  |
| --- | --- |
| RFP transmitted | September 29, 2021  |
| Deadline for written questions | 18:00, October 7, 2021  |
| Answers provided to questions/clarifications (estimated) | October 12, 2021 |
| Proposal due date | 23:59, October 17, 2021 |
| Subcontract award (estimated) | November 1, 2021 |

The dates above may be modified at the sole discretion of Checchi. Any changes will be communicated by e-mail to all prospective Offerors.

Proposal Preparation Instructions

3.1 Understanding

In responding to this RFP, Offerors accept full responsibility to understand the RFP in its entirety, and in detail, including making any inquiries to Checchi as necessary to gain such understanding. Checchi reserves the right to disqualify any service provider who illustrates less than such understanding. Such disqualification shall be at no fault, cost, or liability to Checchi.

3.2 Good Faith Statement

All information provided by Checchi in this RFP is offered in good faith. Individual items are subject to change at any time. Checchi makes no certification that any item is without error and is not responsible or liable for any use of the information or for any claims asserted there from.

3.3 Communication

All questions or clarifications regarding this RFP must be in writing and submitted to malaverdyan@dexisonline.com. Questions and requests for clarification, and the responses thereto, will be circulated to all RFP recipients who have indicated an interest in this RFP.

Only written answers from Checchi will be considered official and carry weight in the RFP process and subsequent evaluation. Any answers received outside the official channel, whether received verbally or in writing, from employees or representatives of Checchi Consulting Group, AIP or any other party, will not be considered official responses regarding this RFP.

3.3.1 Offeror Inquiries

Applicable terms and conditions herein shall govern communications between Checchi and Offerors in relation to this RFP. All questions related to this RFP are to be directed in writing to:

|  |  |
| --- | --- |
| Manushak Alaverdyan | malaverdyan@dexisonline.com |
|  |  |

3.3.2 Addenda

Checchi will make a good faith effort to provide a written response to the questions or requests that require addenda per the *Chronological List of Proposal Events* in Section 2.2.

3.4 Submission Instructions

Offers must be received via email by 23:59, October 17, 2021. Offerors should send their offers by email to the individuals identified in Section 3.3.1, inclusive the Offeror’s technical proposal and cost proposal. Further details can be found in Annex 3 Proposal Requirements.

Offers must be on company letterhead with the company’s contact name and address. The subject line of the offer transmission email must identify the RFP reference number (AIP-21-01) and the Offeror’s name.

3.4.1 Format/Content of the Offer and Requirements

An offer must:

* Be in the English language.
* Include a detailed technical proposal for the implementation of the scope of work as included in this RFP.
* Provide resumes for all Key Personnel, not to exceed three pages per individual.
* A detailed, itemized budget inclusive of all required costs. Pricing must be in Armenian Dram (AMD). Unit prices are required and in the case of discrepancies between unit price and total price, the unit price will be taken as reference basis in the evaluation. The Offeror must agree to keep these prices valid for a minimum of 60 calendar days.
* Be complete and submitted on company letterhead.
* Include proof of successful completion of a similar project and a brief description, as well as place and year of implementation.
* Names, addresses, and telephone numbers of three business references, and approval to contact those references. Checchi reserves the right to request and check additional references.
* A contact name, email address, and telephone number for the representative of the Offeror.
* A completed cover letter, Evidence of Responsibility, provided in Annex 1.
* If an Offeror anticipates issuing a subcontract for any part of this Statement of Work, they must disclose who is the anticipated recipient and the AMD value. Failure to disclose this in the proposal may result in either exclusion from competition or termination after award.
* Offerors must provide proof of legal registration under the laws of the country in which they operate.

3.5 Selection Criteria

The evaluation of each response to this RFP will be based on its demonstrated competence, compliance, format, and organization. The purpose of this RFP is to identify those suppliers that have the interest and capability to supply Checchi with the product and/or service identified in the Scope of Work.

3.6. Evaluation Criteria

1. Methodology and technical approach - 20%
2. Organization’s capacity and past performance - 20%
3. Qualifications and experience of engaged personnel, experts and trainers - 40%
4. Financial proposal and cost reasonableness - 20%

**Evaluation Criteria Grading for Each Criterion:**

Exceptional 5 Points

Exceeds Expectations 4 Points

Meets Expectations 3 Points

Meets most but not All Expectations 2 Points

Non-Responsive to Expectations 1 Point

* 1. Selection and Notification

Offerors whom Checchi determines to possess the capacity and past performance to compete for this subcontract will be selected to move into the negotiation phase of the competition. Written notification will be provided via e-mail. Offerors not selected will not be notified.

4. Statement of Work

**Advancing the Commission’s Leadership and Management System**

The selected company or organization will deliver a series of trainings for the CPC commissioners and staff members for capacity building on the following:

**Section 1: Deliver a training program to enhance management and leadership skills of the staff. The Program should include:**

* Project Management
* Delegation of assignments and authorities
* Time management
* Conflict management
* Negotiations
* Communication
* Critical thinking and decision making
* and other identified needs of the institutions.

**Section 2: Develop and deliver a training program to enhance job-specific technical skills of functional unit staff:**

* The concept of powers of a state body and administration
* The authority-responsibility ratio of a state body
* Proceedings: step by step development of relevant practical guidelines on how to exercise discretionary powers in public administration
* Documenting case materials: step-by-step development of practical guidelines
* Techniques for conducting research / research in a specific field / topic (e.g. legal research)
* Techniques for making reports/developing policy papers and recommendations based on the research).

**Deliverables:**

*Preparation Stage*

* Training timeline and detailed modules developed/modified in close collaboration with CPC and AIP program staff for the activities described in Section 1 and 2.

*Implementation Stage*

* Management and leadership development training and coaching program delivered to CPC staff (up to 30 employees)
* Training and coaching program to upgrade technical knowledge in public sector management delivered to CPC staff (up to 30 employees)
* Training and coaching program to enhance job-specific technical skills in basic research, analytical and reporting skills delivered to CPC staff (up to 30 employees)
* Developed practical handbooks/manuals/materials/guidelines relevant to the specified topics.

**Additional Information:**

Details of the training course, including its duration, agenda, cases and format will be developed in collaboration with CPC and AIP program staff.

Providers will develop relevant training agenda, handbooks or guides for above mentioned trainings tailored to the needs of the institution and participants of the training.

Suggested outline, duration of training and its specifications to be provided by the applicants.

All trainings shall be provided during the period between November 1, 2021 and January 31, 2022 by highly qualified professionals in their specific fields. Providers should have the capacity and flexibility to adjust the trainings and approaches as requested.

*Companies and/or organizations are welcome to apply as single entities or in consortium/partnership with other specialized organizations which will enable the bidders to cover activities specified under Section 2 targeted to enhance CPC’s capacity to operate within the public administration system.*

Additional Terms & Conditions

5.1 Non-Disclosure Agreement

Any subcontract issued by Checchi will contain either a Non-Disclosure Agreement or provisions covering the disclosure of information in the course of completing the Scope of Work.

5.2 Intellectual Property

The Respondent should not use any intellectual property of Checchi including, but not limited to, all logos, registered trademarks, or trade names of Checchi, at any time without the prior written approval of Checchi, as appropriate.

5.3 Offerors’ Responses

All accepted Responses shall become the property of Checchi and will not be returned.

5.4. Partial Award

Checchi reserves the right to accept all or part of the Offer when making the award.

5.5 Liability

Checchi reserves the right to accept or reject any quotation or stop the procurement process at any time, without assigning any reason or liability. Checchi shall not be liable to any Offeror, person, or entity for any losses, expenses, costs, claims, or damages of any kind:

* Arising out of, by reason of, or attributable to, the Offeror responding to this RFP; or
* As a result of the use of any information, error, or omission contained in this RFP document or provided during the RFP process.

5.6 No Collusion

Collusion is strictly prohibited. Collusion is defined as an agreement or compact, written or oral, between two or more parties with the goal of limiting fair and open competition by deceiving, misleading, or defrauding a third party.

5.7 General Terms

Checchi will only consider responsive Offers from responsible offerors for award. Prices quoted must be valid for entire length of contract. Unit prices are required and in the case of discrepancies between unit price and total price, the unit price will be taken as reference basis in the evaluation.

5.8 Entire RFP

This RFP, any addenda to it, and any attached schedules, constitute the entire RFP.

**Checchi has zero tolerance for fraud. Fraud is any act or omission that intentionally misleads, or attempts to mislead, to obtain a benefit or to avoid an obligation. If you have concerns about potential fraud in any way related to Checchi projects, contracts, or activities, please visit** [**https://www.lighthouse-services.com/index.html**](https://www.lighthouse-services.com/index.html)**.**

Annexes

Annex 1: Cover Letter

[Offeror: Insert date]

NAME

TITLE

Checchi and Company Consulting Group

28 Zarobyan, Yerevan 0009, Armenia

Reference: Request for Proposal AIP-21-01:

Subject: [Offeror: Insert name of your organization] technical and cost proposals

Dear NAME:

[Offeror: Insert name of your organization] is pleased to submit its proposal in regard to the above-referenced request for proposals. For this purpose, we are pleased to provide the information below:

|  |  |
| --- | --- |
| Name of Organization’s Representative: |  |
| Name of Offeror:  |  |
| Type of Organization: |  |
| Taxpayer Identification Number: |  |
| Address:  |  |
| Address:  |  |
| Telephone: |  |
| E-mail:  |  |

We are further pleased to provide the following annexes containing the information requested in the RFP:

[Offerors: Each offeror must read and understand the requirements of this RFP, and include all required information and annexes.]]

Sincerely yours,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

[Offeror: Insert name of your organization’s representative]

[Offeror: Insert name of your organization]

**Evidence of Responsibility**

*Company Name*

*Company Name* makes the following statements with respect to Contractor Responsibility:

1. *Company Name* has adequate financial resources to perform the contract, or the ability to obtain them;
2. *Company Name* is able to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental commitments;
3. *Company Name* has a satisfactory performance record;
4. *Company Name* has a satisfactory record of integrity and business ethics;
5. *Company Name* has the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them (including, as appropriate, such elements as production control procedures, property control systems, quality assurance measures, and safety programs applicable to materials to be produced or services to be performed by the prospective contractor and subcontractors).;
6. *Company Name* has the necessary production, construction, and technical equipment and facilities, or the ability to obtain them; and
7. *Company Name* is qualified and eligible to receive an award under applicable laws and regulations.

I declare under penalty of perjury that the foregoing is true and correct.

*Name*

*Title,* *Company Name*

Annex 3: Proposal Requirements

Each proposal must consist of two (2) sections, as follows:

**1) Technical Volume**

**Technical Approach and Methodology/Management; Key Personnel; Corporate Capabilities, Experience, and Past Performance; and Staffing Plan and Integrity** (not to exceed ten [10] pages combined). How offeror submissions will be evaluated is listed in Section 3.5: Selection Criteria and Section 3.6: Evaluation Criteria. The offeror’s submission should clearly detail how it intends to meet the terms of the included scope of work and deliverables in Section 4: Scope of Work.

**Past Performance References and Sample Work** (no page limit), including:

A minimum of three client (and/or employer) references, to include:

* Name of company/person
* Name of point of contact
* Email address
* Phone number
* Short description of services rendered and applicability to scope of work

Past performance detail on previous projects implemented with similar scopes of work within the last three (3) calendar years. Please list only the activities you have implemented within that time frame, a brief description of how each is relevant to this scope of work, and the contact details for each previous client or donor.

**2) Cost Volume**

The Cost Volume must include a budget in detailed breakdown of costs that encompasses the Offeror’s:

* Labor
* Other direct costs
* Fee (if any)

Offeror’s are encouraged to use the cost proposal template below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Description**  | **Unit**  | **Quantity** | **Frequency | Unit Cost**  | **Total Price**  | **Justification** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total**  |  |  |  |  |  |

Offers must show unit prices, quantities, and total price. The budget should be broken out by the anticipated levels of effort or nature of taskings. All items, services, etc. must be clearly labeled and included in the total offered price. Costs must be expressed in Armenian Dram (AMD).

The cost proposal shall also include a **Justification Section** that explains the basis for the estimate of each cost element or line item. Information that supports these costs must be provided in enough detail to allow for a complete analysis of each cost. Final budget(s) will be contingent on an evaluation of cost reasonableness and additional information may be requested to substantiate offeror costs.