



USAID | SENEGAL

FROM THE AMERICAN PEOPLE

ISSUANCE DATE : **March 25, 2015**
QUESTIONS SUBMISSION DUE DATE : **April 03, 2015**
PROPOSAL SUBMISSION CLOSING DATE : **April 27, 2015**

SUBJECT: **Request for Proposal (RFP) for Local Capacity Development**
REFERENCE: **Solicitation SOL-685-15-000036**

USAID is considering issuing a Blanket Purchase Agreement (BPA) to local firms under the referenced Solicitation in accordance with FAR Subpart 13.303, "Simplified Acquisition Procedures: Blanket Purchase Agreement". More than one firm may be contemplated for this RFP.

Enclosed is a statement of work for a proposed three year BPA for Capacity Building activities to local partners. Please provide a technical proposal and cost proposal (in CFA) for accomplishing the work requested in the Statement of Work.

Review Section I "Submission Instructions" for Preparation of Technical and cost proposal of the attached RFP for submission requirements and instructions.

Please submit the required information electronically to: Marie Helene Ndiaye at mandiaye@usaid.gov with a copy to Samuel Carter at sacarter@usaid.gov by **April 27, 2015 at 17:00 Dakar, Senegal time**. Explanation, interpretation or clarification of this RFP must be in writing in the form of questions and sent to the e-mails above.

The U.S. Government intends to issue a Blanket Purchase Agreement, with orders not to exceed \$150,000 the Simplified Acquisition Threshold. The period of performance to accomplish all work requirements under this BPA shall not exceed three (3) years. The proposal shall include the following:

- 1) Your technical proposal describing your proposed approach to accomplish the work requirements. The technical proposal should be no more than 15 pages exclusive of cover page, resumes and annexes.

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- 2) Your cost proposal for the requested services. You must include a detailed narrative explanation of the basis of estimate for each proposed item. This explanation must identify the factors upon which the proposed costs were derived and show the arithmetic in reaching the cost figure. The information provided shall be sufficient so that a determination of its allocability, allowability, and reasonableness can be made by the Contracting Officer.

The Offeror must submit the proposal via internet email (5MB limit) per email compatible with the format specified in the submission instructions. There has been a problem with the receipt of *.zip files due to anti-virus software. Therefore, this format is discouraged, as we cannot guarantee their acceptance by the internet server. The Offeror is reminded that e-mail is **NOT** instantaneous, in some cases delays of several hours occur from transmission to receipt. For this RFP the initial point of entry to the government infrastructure is USAID/Senegal mail server.

Offeror is strongly encouraged to review FAR Subpart 13.303.

In accordance with the U.S Federal rules, all firms or individuals doing business with the U.S. Government must have a DUNS number (Data Universal Numbering System) and must be registered in the System for Award Management (SAM). USAID/Senegal will only contract with individuals or firms with a valid DUNS number. To assist you in your registration, USAID/Senegal is providing you with guidance in Attachment II of this request.

NOTE: Any questions concerning this RFP should be addressed to Marie Helene Ndiaye at mandiaye@usaid.gov with a copy to Samuel Carter at sacarter@usaid.gov.

I wish to emphasize that this letter does not obligate USAID to execute an Order, nor does it commit USAID to pay any cost incurred in the preparation and submission of the foregoing.

Sincerely,



**Samuel Carter
Regional Executive Officer
USAID/Senegal**

I. SUBMISSION INSTRUCTIONS

1.1 – Preparation and Submission Guidelines

All proposals received by the deadline will be reviewed for responsiveness to the specifications outlined in these guidelines and the proposal format.

Proposals must be submitted no later than the date and time indicated in the cover letter of this RFP. Proposals that are received late or incomplete run the risk of not being considered in the review process. Late submission will be considered for award only if the CO determines it is in the USG's interest.

Proposals are to be submitted electronically via e-mail attachments formatted in Microsoft Word and Excel. Because of the USAID's system restrictions (i.e. it routinely deletes and removes zip files), bidders are requested to avoid sending zipped files and to not use a "zip" extension as part of the file name.

Proposals shall be submitted as two separate volumes: (a) Technical *and* (b) Cost proposals.

Proposals should be prepared according to the format and in the order set forth in "Technical format" and "Cost format." Offerors should retain for their records one copy of the proposals and all enclosures, which accompany their proposal. To facilitate the competitive review of the proposals, USAID will consider only proposals conforming to the format prescribed below.

Any prospective offerors desiring an explanation or interpretation of this RFP must require it in writing in the form of questions by the due date indicated in the cover letter of this RFP to the e-mail addresses set forth in the RFP cover letter. Any information (i.e., questions, answers, etc.) given to a prospective contractor concerning this RFP will be furnished to all other prospective contractors as a written/published amendment to this RFP; non-written data or instructions given before award is not binding.

Following are the procedures for submission of proposals by e-mail:

- a. Before sending documents to USAID as e-mail attachments, they must be converted into Microsoft Word 2003 (for narrative text), Excel (for tables).
- b. If a proposal is sent by multiple e-mails, the subject line of the e-mail must indicate whether the e-mail relates to the technical or cost and the desired sequence of multiple e-mails (if more than one is sent) and sequence of attachments (e.g. Organization X cost, part X of X, etc.).
- c. Questions, proposals and modifications thereof shall be submitted with the name and address of the offeror and the RFP number (referenced in the cover letter and above), inscribed thereon, via e-mail Marie Helene Ndiaye at mandiaye@usaid.gov with a copy to Sam Carter at sacarter@usaid.gov

Offerors are expected to review, understand and comply with all aspects of this RFP. Failure to do so will be at the offeror's risk.

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Unnecessary elaborate proposals that include brochures or other presentations beyond those sufficient to present a complete and effective proposal in response to this RFP are not desired and maybe construed as an indication of the offeror's lack of consciousness.

It is the offeror's responsibility to confirm that the USAID/Senegal Mission has received the proposal-both technical and cost.

1.2 – General Technical Format

The technical part should be specific, complete and presented concisely. It should demonstrate the offeror's capabilities and expertise with respect to achieving the goals acquisition of Mission support services by local technical experts and advisors and should take into account the selection criteria defined in that RFP.

The technical part should not be more than fifteen (15) pages exclusive of cover page, table of contents and annexes as described below.

The cover page should reflect the title, **RFP No. SOL-685-15-000036 - Local Capacity Development** activities to local partners. In addition, the cover page should include information about the contact person, including this individual's name (both typed and his or her signature) title or position with the organization/institution, address, telephone and email address. Also state whether the contact person has the authority to bind the organization and if not, also provide the individual's information that has the suggested authority.

The technical proposal should include all resumes, Contractor Employee Biographical Data sheets, competencies of the identified.

1.3 – Cost Format

The cost format is to be submitted under separate cover from the technical format with the budget presented in Microsoft Excel format so that calculations are clear and evident in the cells. Certain documents are required to be submitted by an offeror in order for a Contracting Officer to make a responsibility determination. Nevertheless, it is not USAID's policy to unduly burden offerors with reporting requirements if that information is readily available through other sources.

While there is no page limit for this portion, offerors are encouraged to be as concise as possible, but still provide the necessary detail to address the following:

- ✓ A budget with an accompanying budget narrative which provides in detail the total costs for the evaluation your organization is proposing.
- ✓ The breakdown of all costs associated to the work to be done

The offeror must provide the cost element details for salary and wages, travel and transportation, other direct and indirect costs.

Attachment I

STATEMENT OF WORK

To achieve our vision for development, USAID has embraced the international consensus expressed in the Paris Declaration, the Accra Agenda for Action, and the Busan Partnership Agreement that our work will not be sustainable unless we work in full partnership with local partners and tailor approaches to their context and challenges. Because of this realization, USAID has developed the Local Solutions Framework, which lays out USAID policy, principles and guidance for using, strengthening, and partnering with local actors purposefully, strategically, and cost-effectively to achieve sustainable development results.

To strengthen Mission adherence to the Local Solutions Framework, USAID/Senegal is seeking an Institutional Contractor, to support Mission efforts across the Health, Economic Growth, Governance, and Education teams, and all Mission support offices, to continue to use and strengthen partner country institutions and organizations. The Contractor will conduct needs and risk assessments, provide training, technical assistance, mentoring, systems development, etc. for Senegalese government and non-governmental organizations in support of shared GOS/USAID objectives. Long term, the goal is to support the growth and expansion of inclusive, accountable local systems that can sustain their own development.

USAID envisions that the work conducted under this BPA will principally be the provision of short-term assistance, based on a request from a local partner, or as an adjunct activity required to achieve results of a USAID grant or contract. However, task orders are authorized for any length of time, up to the period of performance of the award.

Offerors may respond to two more capacity building areas listed below. Activities are expected to be carried out in a wide variety of technical areas, including, but not limited to: Information Technology, contracting/procurement, public sector financial management, human resource management, communications and marketing, agriculture, fisheries, bio-diversity, early-grade reading, education, infrastructure, malaria control and prevention, mother and child health services, family planning, private sector development, gender, leadership, public sector internal control, etc. Capacity building areas under this BPA include the following:

- a. ***Proposal and Application Development and Submission:*** The BPA holder shall provide support to local firms and NGOs – identified through a request for information (RFI) – in preparing and submitting proposals and applications for USAID/Senegal requests for proposals (RFPs) and requests for applications (RFAs). The support will focus on ensuring that local organizations meet eligibility requirements and submit required documentation. The support will not focus on strengthening the technical components of potential applications and proposals.

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- b. *Organizational Capacity Assessments (OCAs):*** The BPA holder shall conduct OCAs, for current and new USAID local implementing partners. Based on the results of the OCA, the BPA holder will facilitate the preparation of a prioritized action plan by the implementing partner with estimated completion dates, individuals responsible for completion, and other necessary data for implementation and follow-up.
- c. *Public Financial Management Risk Assessment Framework (PFMRAF):*** USAID/Senegal staff may request the BPA holder to carry out certain aspects of a public financial management risk assessment of Senegalese government institutions. As part of USAID Forward reforms that focus on strengthening partner country capacity to improve aid effectiveness and sustainability, USAID/Senegal is adding a focus on exploring the use of country systems as a means for delivering development assistance, while recognizing the need to assess host country public financial management systems, assist host countries with understanding perceived weakness, and assist with development of strengthening the systems and building human capital capacity. USAID has developed a PFMRAF tool to support this Agency-wide initiative, which is being used in several countries, including Senegal. The PFMRAF includes a rapid appraisal of risk during a Stage One, followed by a more detailed Stage 2, during which questionnaire is conducted to further analyze Public Financial Management (PFM) risk. The Contractor may be requested to assist with, conduct, or analyze various aspects of a Stage 2 PFM questionnaire.
- d. *Capacity Building Technical Assistance:*** The BPA holder shall provide short-term capacity building support to current and new USAID local implementing partners in one or more of the following areas:

 - 1. Governance, Administration,
 - 2. Human Resources Management,
 - 3. Financial Management,
 - 4. Organizational Management,
 - 5. Program Management,
 - 6. Project Performance Management, *and*
 - 7. Leadership.

This short-term capacity building assistance should include follow-up to make any necessary adjustments to the processes in order to fully support cost effective, transparent and a more detailed sustainable operations of the implementing partner.

- e. *Project Planning and Reporting:*** The BPA holder shall provide support to new and current local implementing partners, including government entities who are implementing USAID-funded development activities, in the preparation, tracking, and submission of project work plans, performance monitoring plans, branding and marking plans, quarterly performance reports, and annual reports.

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- f. *Financial Planning, Monitoring and Reporting:*** The BPA holder shall provide support to new and current local implementing partners, including government entities who are implementing USAID-funded development activities, in the preparation of life-of-project budgets, annual budgets, quarterly financial reports, final financial reports, submission of advance requests and liquidations, and other financial reporting to USAID/Senegal. If necessary, the contractor will also assist in preparing financial and risk analyses for sustainable projects and operations. In addition, the Contractor may be required to provide financial monitoring and review of the implementing partner’s financial progress and internal controls of USAID activities.
- g. *Integration of Cross-Cutting Themes into New and Existing Projects:*** The BPA holder shall provide assistance to current and local implementing partners who are implementing USAID-funded activities, to integrate cross-cutting required themes into new and existing projects. Cross-cutting themes include, but are not limited to, gender, global climate change, disability, biodiversity, governance, and youth.
- h. *Training/Mentoring:*** The BPA holder shall provide technical assistance or training/mentoring to local NGOs or Government of Senegal entities in any aspect of organizational strengthening (including, but not limited to: project planning and design; monitoring and evaluation; information systems planning and development; human resources management; climate change risk assessment and mitigation; public sector financial management; document and file management systems; policy and procedural development and execution; strategic and operational planning; systems re-engineering; outreach to the private sector; policy formulation, execution, and compliance monitoring; team-building and leadership; employee supervision and performance evaluation; contract enforcement; etc.)
- i. *Strategy development, program review, monitoring and evaluation, results reporting:*** The BPA holder shall assist in the development of Government of Senegal strategic plans, results analysis and any other strategic planning and reporting documentation at the central level and sectorial levels. In collaboration with the DG team, the contractor shall conduct expenditures review of selected (sample) local governments to assess the nature of their resources and efficiency in the use of their funds.

STAFF CATEGORIES

Labor Category Title	Experience	Degree
TECHNICAL STAFF		
Senior level	20 years+	Master’s degree
Mid-level	10-20 years	Master’s degree
Junior level	0-9 years	Bachelor degree
SUPPORT STAFF (admin. assistant, translator...)		
	1 year+	Bachelor degree preferred

Place of work - Staff is expected to work at Government of Senegal entities, local organizations, field based facilities, contractor offices or home based offices.

SUPPORT SERVICES

Contractor will be responsible for providing support services such as communications, transport, document preparation, travel expenses, meeting related logistics, IT equipment, etc... needed for the successful conduct of the activity. These support services will be reimbursed by USAID based on actual costs, plus management fees.

CEILING PER TASK ORDER (BPA CALL ORDER)

A task order amount cannot exceed USD 150,000.

PERFORMANCE PERIOD

On/about July 01, 2015 to June 30, 2018

EVALUATION CRITERIA

The following evaluation criteria will be used to evaluate and rank proposals received under this solicitation:

- a) Technical merit of the proposal (40 points)
- b) Past performance of the Offeror in capacity building (20 points)
- c) Quality of proposed Key Personnel, including Project Director and Finance Manager (15 points)
- d) Overall management plan (15 points)
- e) Gender expertise (10 points)

Attachment II

I - SAM REGISTRATION GUIDANCE

In accordance with the U.S Federal rules, all firms or individuals doing business with the U.S. Government must have a DUNS number (Data Universal Numbering System).

A Data Universal Numbering System (DUNS) number, is the nine-digit number assigned by Dun and Bradstreet Information Services to an establishment, and is the Identification Number for U.S. Federal Awardees.

Vendors must obtain their own DUNS numbers. **Go to the SAM (System for Award Management) website <http://www.sam.gov>.**

After you have obtained your DUNS number, you must register in <http://www.sam.gov> for your NCAGE and CCR. Vendors' registrations in [sam.gov](http://www.sam.gov) are necessary for USAID to fulfill the validation of mandatory procurement reports.

Should you encounter any problems, please do not hesitate to contact Marie Helene Ndiaye via e-mail at mandiaye@usaid.gov.

Attachment III

I–CONTRACT CLAUSES

Clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address (es):

<http://www.acquisition.gov/far>

<http://www.arnet.gov/far>

<http://www.usaid.gov>

52.202-1 - Definitions. (JAN 2012)

52.203-5 - Covenant Against Contingent Fees. (APR 1984)

52.203-6 - Restrictions on Subcontractor Sales to the Government. (SEP 2006)

52.203-7 - Anti-Kickback Procedures. (OCT 2010)

52.216-24 - Limitation of Government Liability. (APR 1984)

(a) In performing this contract, the Contractor is not authorized to make expenditures or incur obligations exceeding [] dollars.

(b) The maximum amount for which the Government shall be liable if this contract is terminated is [] dollars.

(End of clause)

52.216-25 - Contract Definitization. (OCT 2010)

(a) Officer the terms of a definitive contract that will include (1) all clauses required by the Federal Acquisition Regulation (FAR) on the date of execution of the letter contract, (2) all clauses required by law on the date of execution of the definitive A Firm fixed price definitive contract is contemplated. The Contractor agrees to begin promptly negotiating with the Contracting contract, and (3) any other mutually agreeable clauses, terms, and conditions. The Contractor agrees to submit a fixed-price proposal, including data other than certified cost or pricing data, and certified cost or pricing data, in accordance with FAR 15.408, Table 15-2, supporting its proposal.

(b) The schedule for definitizing this contract is [*insert target date for definitization of the contract and dates for submission of proposal, beginning of negotiations, and, if appropriate, submission of make-or-buy and subcontracting plans and certified cost or pricing data*]:

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(c) If agreement on a definitive contract to supersede this letter contract is not reached by the target date in paragraph (b) of this section, or within any extension of it granted by the Contracting Officer, the Contracting Officer may, with the approval of the head of the contracting activity, determine a reasonable price or fee in accordance with Subpart 15.4 and Part 31 of the FAR, subject to Contractor appeal as provided in the Disputes clause. In any event, the Contractor shall proceed with completion of the contract, subject only to the Limitation of Government Liability clause.

(1) After the Contracting Officer's determination of price or fee, the contract shall be governed by -

(i) All clauses required by the FAR on the date of execution of this letter contract for either fixed-price as determined by the Contracting Officer under this paragraph (c);

(ii) All clauses required by law as of the date of the Contracting Officer's determination; and

(iii) Any other clauses, terms, and conditions mutually agreed upon.

(2) To the extent consistent with subparagraph (c)(1) of this section, all clauses, terms, and conditions included in this letter contract shall continue in effect, except those that by their nature apply only to a letter contract.

(End of clause)

52.223-18 - Contractor Policy to Ban Text Messaging While Driving. (AUG 2011)

52.225-13 - Restrictions on Certain Foreign Purchases. (JUN 2008)

52.225-25 - Prohibition on Engaging in Sanctioned Activities Relating to Iran-Certification. (DEC 2012)

52.232-1 - Payments. (APR 1984)

52.233-3 - Protest after Award. (AUG 1996)

52.233-4 - Applicable Law for Breach of Contract Claim. (OCT 2004)

52.244-6 - Subcontracts for Commercial Items. (DEC 2010)

Instructions, Conditions, and Notices to Bidders

52.233-2 - Service of Protest. (SEP 2006)

(a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the Government Accountability Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from [*Contracting Officer designate the official or location where a protest may be served on the Contracting Officer.*]

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

(End of provision)