



**REQUEST FOR PROPOSAL (RFP)**

<b>A. RFP no. and Date:</b>	<b>016/2015 – July 22, 2015</b>
<b>B. Subject:</b>	<b>Purchase of Training Courses for ARTC (CON&amp;FCN)</b>
<b>C. Issuing Office/Section:</b>	<b>USAID RDMA, Executive Office 25<sup>th</sup> Fl, Athenee Tower 63 Wireless Road, Bangkok 10330, Thailand</b>
<b>D. Closing date for receipt of proposals:</b>	<b>August 4, 2015 – (5pm, Bangkok Time)</b>
<b>E. Type of Award:</b>	<b>Fixed Price – Purchase Order</b>
<b>F. Basis for Award:</b>	<b>Soliciting competition, evaluation of proposals or offers, award and documentation (FAR Part 13.106)</b>

**Description of Requirements**

The United States Government, represented by the U.S. Agency for International Development (USAID), invites qualified companies/individuals to submit technical and cost proposal of the services specified below. This is to support the operation of Asia Regional Training Center (ARTC), USAID Regional Development Mission Asia in Bangkok Thailand.

Questions regarding this Request for Proposal (RFP) and proposal submission must be via email only to [spoomtong@usaid.gov](mailto:spoomtong@usaid.gov) by the time/date specified above.

The award of a contract hereunder is subject to the availability of funds. Issuance of this RFP does not constitute an award or commitment on the part of the U.S. Government, nor does it commit the U.S. Government to pay for costs incurred in the preparation and submission of a proposal.

## USAID/ARTC Procurement Courses—FY 2016

### Scope of Work

#### I. Introduction

The U. S. Agency for International Development (USAID) in Bangkok, Thailand plans to offer four separate courses in the Acquisition & Assistance area. These courses will be offered on/about the following timelines:

- CON 170 Fundamentals of Cost and Price Analysis on/about March 21-April 1, 2016
- FCN 190 (FED) Federal Acquisition Regulation (FAR) Fundamentals on/about April 18-29, 2016
- CON 270 Intermediate Cost and Price Analysis on/about July 11-22, 2016
- CON 280 Source Selection and Administration of Service Contracts on/about August 15-26, 2016

Each class will consist of approximately 25 different participants from USAID missions located in countries in the Asia region and possibly beyond, including Locally-employed staff (LES) and Third Country National (TCN) and American staff. The training venue will be provided by USAID.

#### II. Background

USAID is the lead U.S. Government agency that works to end extreme global poverty and enable resilient, democratic societies to realize their potential. In the past few years, USAID has recruited and deployed additional staff, increasing its workforce dramatically and quickly. The Regional Development Mission for Asia (RDMA) in Bangkok serves as a knowledge management platform that works closely with Washington headquarters to provide thought leadership for USAID programs throughout the Asia region and manages the Asia Regional Training Center (ARTC). ARTC is a dedicated training facility to deliver skills-building and specialized technical training to USAID staff.

USAID has a very diverse, global workforce with many employees having less than five years of USAID experience, and nearly half as many eligible for retirement. USAID is dedicated to strengthening its workforce by mentoring and empowering staff, and placing emphasis on the transfer of experience and knowledge. The training outlined here is to better prepare USAID staff with the tools that are needed to complete their daily writing/editing tasks.

It is our intent to increase employee performance and strengthen Agency capacity to manage development assistance programs through offering multiple courses to enhance the work of our

Acquisition and Assistance Specialist and Contracting Officer and Agreement Officer Representatives (COR/AOR).

### **III. Services Required**

#### **A. Approach**

Training must incorporate teaching methodologies that take into account different learning styles and diverse team dynamics. This training must consider all of Federal Acquisition Certification FAC (Refresh) levels.

The training shall incorporate the following principles:

- Participatory, interactive and experiential for all participants
- Incorporates current and best practices in self-development
- Takes into account/allows for adapting to USAID's organizational culture
- Facilitates personalization/unique experiences for participants, and
- Sets the stage for ongoing self-development, providing forward-looking opportunity for skills, behaviors and supportive systems to continue to improve well after the training is completed.

#### **Courses required to cover in the offerings will include:**

- **CON 170 Fundamentals of Cost and Price Analysis**

This course is a Level I contracting course intended primarily for contracting personnel, and provides foundational knowledge of contract cost and price analysis. Students learn how to apply quantitative tools to accomplish cost and price analysis in accordance with the FAR and the Contract Pricing Reference Guide; distinguish various seller pricing strategies; identify policies and procedures for applying Cost Accounting Standards; identify the contractor business systems that must comply with government requirements for contract award; and apply professional negotiation techniques to achieve success in a face-to-face negotiation.

- **FCN 190 (FED) FAR Fundamentals**

This course is the resident capstone Federal Acquisition Certification-Contracting (FAC-C) Level I contracting course for federal civilian agency personnel. FCN 190 is an alternative course to CON 090, FAR Fundamentals. This intensive 10-day course provides students foundational knowledge of the FAR System. Specifically, the course provides immersion training into the FAR. Students work individually and in groups to locate parts of the FAR, interpret the FAR's requirements, and practice applying the FAR to real-world scenarios found in the contract planning, contract formation, and contract administration phases. The course is designed for acquisition workforce members who are seeking FAC C Level I certification and ideally have already completed CON 100, CON 110 or FCN 110, CON 111 or FCN 111, and CON 112 or FCN 112.

- **CON 270 Intermediate Cost and Price Analysis**

This course is specifically designed to help students become better business advisors while they develop contract arrangements that serve the best interests of the government. It expands upon

the contract pricing principles addressed in the FAC-C Level I Contracting curriculum, Contract Pricing Reference Guide, and FAR policy. The course prepares students seeking FAC-C Level II certification for follow on courses. It serves as a gateway into more advanced, targeted contract pricing courses, and gives students practical tools in pricing government contracts.

- **CON 280 Source Selection and Administration of Service Contracts**

This course provides students with key information regarding the acquisition of services under FAR Part 15 procedures. It emphasizes performance-based acquisitions for services, source selection, contract types, contract incentives, and contract administration. It expands upon the foundation established through the FAC-C Level I curriculum and the course prerequisites.

## **B. Deliverables**

1) The contractor will deliver all four courses identified for up to 25 participants for each course. Any purchase and delivery of books and other printed training material to Thailand are the responsibility of the contractor, and must be included in the cost proposal. USAID/ARTC will provide the training venue, and access to laptops and projector(s) for presentations.

2) A training evaluation survey completed by course participants (after each course), with summarized metrics, will be provided to the ARTC Training Coordinator within three weeks of completion of the training. This information will be used as feedback for similar future events that we may wish to undertake.

## **IV. Proposal Instructions**

### **A) Technical Proposal (for each course)**

The offeror shall include in the technical portion of the quotation:

- A brief summary of the topic and learning objective (maximum 1 page)
- A draft agenda for the course (maximum 2 pages)
- Demonstrated past experience delivering (within the past three years) similar training to an overseas US Government audience (culturally and generationally diverse) with three references (names and email addresses) (maximum 2 pages)
- Resume of proposed instructor that describes expertise conducting similar training (maximum 2 pages); the scope of this course requires one instructor only.

### **B) Price Proposal (for each course)**

Total fixed price quotation - be sure to consider all costs associated with the delivery of this training course including, but not limited to, preparation of course materials, preparation of course survey, delivery of course, airfare, lodging accommodations, meals and incidentals, local transportation, and transport of training materials by express courier. Do not include the cost of the training venue, and cost for access to laptops and projector(s) for presentations in your quotation.

The USAID Contracting Officer will select the successful contractor using a Best Value approach, both technical and price factors included. The Contracting Officer, at the Government's discretion, may enter into negotiations with one or more offeror to discuss improvements in the proposal and cost deduction. Upon successful negotiation with the vendor, a purchase order will be issued, and a lump sum payment made upon acceptance of all deliverables and within 30 days of receipt of invoice.