



USAID | INDONESIA

FROM THE AMERICAN PEOPLE

RFQ Number : Indonesia-EXO-16-002
Issuance Date : November 9, 2015
Closing Date : November 30, 2015
Closing Time : 04:00PM, Jakarta Time

Subject: Request for Quotation (RFQ) No. Indonesia-EXO-16-002,
USAID/Indonesia Non-PSC Purchase Order – A Short Term English Instructor to Deliver
Service for USAID/Indonesia Foreign Service National (FSN) Staffs.

Dear Prospective Applicants,

The United States Government (USG), as represented by the United States Agency for International Development Mission in Indonesia (USAID/Indonesia), is seeking quotation from qualified local hired English Instructors interested in providing a comprehensive of general English language courses for USAID/Jakarta FSN staffs for the period of 24 (twenty four) week course starting January 2016 as described in the attached Statement of Work (SOW).

The procedures set forth in Federal Acquisition Regulation (FAR) Part 13 Simplified Acquisition Procedures shall apply. USAID intends to award a Non-Personal Service Contract (PSC) Firm-Fixed-Price (FFP) Purchase Order, covering a total period of 6(six) months period. Commencement date is on or around mid of January 2016 or as further discussion dictate.

We request interested candidates to submit a complete proposal consisting of the following: (a) updated resume, (b) a detailed cost proposal for the work described in the attached SOW, the cost proposal should include proposed hourly rate and all other cost required for performing the requirement of the contract, such as communication, supply, reproduction and other related appropriate cost, (c) complete and signed Contractor Employee Biographical Data Sheet, form AID 1420-17, (d) signed of Lobbying and Terrorism Financing Certification, (e) a teaching certification or degree, ideally in the subject area of English language, and (f) three referral names for background checks. Cost proposal will be evaluated as part of the best value procedure in determining the contract award.

USAID/Indonesia anticipates only one award under this RFQ. Issuance of this RFQ does not constitute an award commitment on the part of the USG. The USG reserves the right to reject any offer received in response of this request. Final award of any resultant of this RFQ cannot be made until funds have been fully appropriated, allocated and committed through internal USAID procedures. USAID shall not be liable for any costs incurred by applicants in the preparation and submission of proposal.

Proposals are to be submitted to USAID/Indonesia no later than the closing date stated above to the undersigned Contracting Officer at IDEXOproposals@usaid.gov with a copy to Ms. Melly Mulyati at mmulyati@usaid.gov. Any questions regarding this RFQ must be submitted no later than November 23, 2015. Questions will not be entertained after this date.

Thank you for your interest in working with USAID/Indonesia.

Sincerely,

Susan L. Cheung
Supervisory Executive Officer
USAID/Indonesia

Attached: 1. Statement of Work
2. Forms

STATEMENT OF WORK
USAID/Indonesia Non-PSC Purchase Order – A Short Term English Instructor

I. PURPOSE

To hire a local, resident short-term English Instructor to deliver English language service for the FSN staffs of USAID/ Indonesia for a six month period.

The courses will be conducted at 2 (two) level of classes: a standard-level course and an advance-level course with a maximum of 10 (ten) participants of each class.

Background

The FSNs staffs in the mission have challenges with English writing when preparing technical documents, translating and other comprehensive general English business documentation. The Mission Training Committee recommended an in-house general English proficiency course as part of the Mission's Training Plan for FY 2016. This recommendation was approved. Thus, the Mission seeks a contractor to deliver English training in January 2016 at two English levels for the period of 24 (twenty four) weeks with eight 60 (sixty) minute class sessions per week.

II. STATEMENT OF WORK

The Contractor shall provide a comprehensive general English business language training to USAID/Jakarta FSN Staffs for the period of 24 (twenty four) weeks, starting January 2016. This language training will cover grammar & structure in English writing and speaking at two levels: standard and advance English. This is done to address the different English levels of the local staff. The purpose of the class is to improve the students' writing and speaking skills including participatory, practical and hands-on approach to improving the participants' applied grammar knowledge of English writing and verbal skills. Class size will total no more than 10 students.

The maximum number of 60-minute classes per week is eight; four at the standard-level and four at the advanced-level.

Major Duties and Responsibilities:

Conducting English Classes

- Prepare and deliver English lessons to students on topics such as how to speak and write the English language specific to the USG workplace (e.g. English used for HR/Procurement/Finance or technical offices), business USG writing, and the cultural aspects of areas where a particular language is used.
- Initiate, facilitate, and moderate classroom discussions.

Developing, Program, Curricula and Course Materials

- Develop English language program, and prepare course materials such as syllabi, homework assignments, and handouts.
- Plan, evaluate, and revise curricula, course content, course materials, and methods of instruction.
- Assist students in developing an individualized learning strategy through one-on-one interaction outside of classroom instruction hours.

Assessment and Evaluation

- Evaluate and grade students' performance and development through placement tests, class work, assignments and papers, and one-on-one interaction.
- Compile, administer, and grade examinations.

Administrative Related Duties

- Maintain student attendance records, grade, and other required records.
- Maintain schedule during office hours to advise and assist students.
- Select and obtain teaching materials of the course.
- Prepare students' certificates of course completion.

As stated, the maximum number of 60-minute classes per week is eight; four at the standard-level and four at the advanced-level. The instructor will provide the course content to follow the methodology as specifically designed. The major duties and responsibilities – apart from conducting English class – will be performed proportionally to the number of classroom hours, and will reflect no more than a ratio of one and one half hours (1.5) to every one hour of classroom instruction. Thus the maximum number of hours each week will be no more than twenty (20) – eight (8) hours of classroom instruction with twelve (12) hours of the other major duties and responsibilities, as required.

The Contractor shall provide the following services:

- To provide 24-week course of English Business writing and speaking skills that described on the Major Duties and Responsibilities.
- To provide service completion report including the approved time sheet for all the worked hours incurred upon the Invoice submission.

III. PERFORMANCE PERIOD

The effective date of this performance is scheduled for January 2016. The total course will be completed in 24-weeks session and the end period will be on or about June 2016. Any change in proposed dates of training will be notified in two weeks ahead prior to the commencement of the classes.

IV TRAINING LOCATION

The training location will be at one of the conference rooms at USAID/Indonesia, Jakarta Annex building office, Gedung Sarana Jaya, Jl.Budi Kemuliaan I/1, Jakarta 10110, Indonesia.

As needed, USAID/Indonesia will provide logistic support in the conduct of the English classes.

V BUDGET OF CONTRACT

The estimated budget will cover the proposed 24-weeks of general English language instruction, and may vary based on the demand for the language course and the number of class required.

The maximum number of hours each week will be no more than twenty (20) – eight (8) hours of classroom instruction with twelve (12) hours of the other major duties and responsibilities, as required.

VI. FACILITIES AND MATERIALS

USAID will provide a "classroom" with video-link capability, access to the computer and multimedia projection equipment and overhead projector, screen, photocopier and paper, whiteboard and markers, tape recorder, additional books for new participants and any logistical expertise that may be needed to prepare for the course.

USAID will procure text books for students if advised and prescribed by the Instructor.

VII. LIAISON

Technical direction for delivery the services will be provided by the Executive Office (EXO).

VIII. PAYMENT METHOD

The Contractor will be reimbursed for actual hours in classroom and preparation/correction/evaluation time which is generally a one to one and one-half (1.5) ratio in time (i.e., one and one-half hours (1.5) of additional duties and responsibilities for every hour of actual classroom instruction). The Contractor (Instructor) will keep a time sheet of hours worked and submit those hours to the appropriate time keeper in the EXO office based on bi-weekly period of payment.

IX. QUALIFICATIONS for the Instructor

Education:

Bachelor degree in Liberal Arts, English or Teaching English as a Foreign Language, Education, or Communication or have a valid teaching certification in the subject area of English language.

Prior Work Experience:

Must have at least two years of experiences in teaching English.

Language Proficiency:

English Level IV

Job Knowledge:

General knowledge of US Government workings and culture. Knowledge of the structure and content of the English language including the area specific, meaning and spelling of words, rules of compositions, and grammar. Knowledge of teaching principles and methods for curriculum and training design, teaching and instruction for individuals and the measurement of training effects.

Skills and Abilities:

Very strong ability to communicate clearly so others can understand, including being able to communicate verbally and in writing information and ideas to the students. Must have excellent interpersonal skills. Must be able to use MS Office program and Gmail. Will also resource to assist in development and implementation of English language testing for prospective employees.

X. EVALUATION CRITERIA

1. Education: (10 points)

Possess a Bachelor degree in Liberal Arts, English or Teaching English as a Foreign Language, Education, or Communication or a teaching certificate in the subject area of English language.

2. Prior Work Experience: (25 points)

Must have at least two years of experiences in teaching, with preference in English language.

3. Language Proficiency: (15 points)

English level IV

4. Job Knowledge: (25 points)

General knowledge of US Government workings and culture. Knowledge of the structure and content of the English language including the area specific, meaning and spelling of words, rules of compositions, and grammar. Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and the measurement of training effects.

5. Skills and Abilities: (25 points)

Strong ability to communicate (i.e., written and verbally) clearly so others can understand. Talking to others to convey information effectively. Must be able to use MS Office program and Gmail. Will also resource to assist in development and implementation of English language testing for prospective employees.

INVOICES

One (1) invoice of each payment schedule should be submitted together with Standard Form (SF-1034) Public Voucher for Purchases and Services Other Than Personal) upon the time sheet submission date is due and accepted by the COR of this service.

The invoice and SF-1034 must be submitted by electronically to a generic email: jktpay@usaid.gov for further payment process and the acceptance by the COR and or the Supervisory EXO.

Payment is payable in US Dollar amount, and payable at actual hours incurred and should not to exceed the total amount obligated hereunder the purchase order.

PURCHASE ORDER CLAUSES

This purchase order incorporates one or more 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.arnet.gov/far> <http://www.usaid.gov>

EXECUTIVE ORDER ON TERRORISM FINANCING

The Contractor/Recipient is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the contractor/recipient to ensure compliance with these Executive Orders and laws. This provision must be included in all subcontracts/subawards issued under this contract/agreement.

CONFIDENTIALITY AND OWNERSHIP OF INTELLECTUAL PROPERTY

All reports generated and data collected during this project shall be considered the property of USAID and shall not be reproduced, disseminated or discussed in open forum, other than for the purposes of completing the tasks described in this document, without the express written approval of a duly-authorized representative of USAID. All findings, conclusions and recommendations shall be considered confidential and proprietary.

AIDAR 752.209-71 ORGANIZATION CONFLICTS OF INTEREST DISCOVERED AFTER AWARD (JUNE 1993)

The Contractor agrees that, if after award it discovers either an actual or potential organizational conflict of interest with respect to this contract, it shall make an immediate and full disclosure in writing to the Contracting Officer which shall include a description of the action(s) which the Contractor has taken or proposes to take to avoid, eliminate or neutralize the conflict.

The Contracting Officer shall provide the contractor with written instructions concerning the conflict. USAID reserves the right to terminate the contract if such action is determined to be in the best interests of the Government.

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