## REQUEST FOR PROPOSAL (RFP)

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<th>A. RFP no. and Date:</th>
<th>016/2022 – July 08, 2022</th>
</tr>
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<tr>
<td>B. Subject:</td>
<td>DMD Workshop</td>
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</table>
| C. Issuing Office/Section:    | USAID RDMA, Regional Executive Office  
   25th Fl, Athenee Tower  
   63 Wireless Road,  
   Bangkok 10330, Thailand |
| D. Closing date for receipt of proposal: | July 26, 2022 – (4pm, Bangkok Time) |
| E. Type of Award:            | Fixed Price – Purchase Order |
| F. Basis for Award:          | Soliciting competition, evaluation of proposals or offers, award and documentation (FAR Part 13.106) |

### Description of Requirements

The United States government, represented by the U.S. Agency for International Development (USAID), Regional Development Mission Asia (RDMA) invites qualified companies/individuals to submit proposals of the services specified below. This is to support the operation of USAID/RDMA, Bangkok Thailand.

Proposal submission and questions regarding this Request for Proposal (RFP) shall be ONLY via email to BANGKOKUSAIDPROC@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 quotation. **Please be advised that all interested parties are required to be registered in Dun and Bradstreet and are subject to SAM registration before an award can be made.** Information on obtaining the Data Universal Numbering System (DUNS), can be found at this website: [http://fedgov.dnb.com/webform](http://fedgov.dnb.com/webform). Offerors are also required to register their business on the U.S. Government’s System for Award Management (SAM) at [www.sam.gov](http://www.sam.gov). Information on this process for foreign vendors is available here. Prospective offerors are encouraged to register in SAM prior to the submittal of proposals.
DMD Workshop:
Communication and Managerial Skills Training Program
For Senior Leadership
Scope of Work

I. Introduction

The Asia Regional Training Center (ARTC) of the U.S. Agency for International Development/Regional Development Mission for Asia (USAID/RDMA) plans to offer a DMD Workshop: Communication and Managerial Skills Training Program for Senior Leadership on October 13-14, 2022, at the ARTC training facility in Bangkok, Thailand.

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 2003, USAID Regional Development Mission Asia (USAID/RDMA) was established to address key regional issues and support bilateral programming; provide contracting, financial management, legal, and administrative services to USAID missions in Asia. USAID/RDMA implements regional programs that address cross-border issues and provides thought leadership, management, and technical support to other missions in Asia. More than 1,400 USAID staff are primarily working in the Asia region to fulfill USAID’s vision and mission. USAID/RDMA partners with local counterparts in Thailand, Burma, Cambodia, Laos, Vietnam, Philippines, Indonesia, India, Bangladesh, Sri Lanka, Nepal, Pakistan, Central Asia, and many more in the Asia region to fulfill our priorities.

In 2011, USAID/RDMA Asia Regional Training Center (ARTC) was established to provide training opportunities for Federal employees located the furthest from the United States. It is a modern, world-class training facility that is easily accessible to Missions in the Asia, Eurasia, Middle East and East Africa Regions. ARTC represents an efficient, low-cost approach to the delivery of core professional and advanced technical training, enhancing the career development of government personnel in the field. ARTC has conducted more than 1,600 courses, workshops, seminars, and special events, involving more than 35,000 Federal employees and partners.

Great leadership involves highly effective communication. The better the leaders understand their own personal communication style and how it impacts others, the more likely they are to articulate organization's strategic vision, inspire high performance and cultivate constructive working relationships based on thoughtful interaction and listening. In consultation with the Asia region Deputy Mission Director (DMD) group, ARTC plans to organize the DMD Workshop: Communication and Managerial Skills Training Program for Senior Leadership in October 13-14, 2022 as part of the regional training plan. The focus of the program is on effective management skills, with concentration on communication skills, behaviors, actions, and relationships all with the purpose of better results.

III. Services Required

- **Approach**
  The training must incorporate teaching methodologies that take into account different learning styles, cultural, and language barriers. Given the wide range of educational background, years of experience, and a workforce that spans generations and locations, this training must consider field-tested scenarios and provide valuable take-home applications.
The training shall incorporate the following principles:
- Highly participatory and interactive for all participants.
- Taking into account/allowing for adapting to USAID’s organizational culture.
- Personalization/unique experiences for participants as opposed to a generalized one size fits all.
- Sets the stage for ongoing self-development, providing a forward-looking opportunity for skills, behaviors and supportive systems to continue to improve well after the training is completed.

- **Core Contents**

The training must include but not limited to the following contents:
- **Core components for communication effectiveness**
  - Behavioral model principles related to communication.
  - Observing and analyzing behaviors for effective communication.
- **Core managerial behaviors to include but not limited to:**
  - Building relationship and teamwork
  - Organizational and delegation
  - Providing performance feedback
- **Behavioral model assessment such as DISC to create awareness of different communication styles.**
- **Practice sessions on scenarios commonly seen in the workplace.** Sessions must be observed and commented by the instructor(s).
- **Supporting materials for learning sustainability such as articles, journals, videos clips, and podcasts related to managerial and communication skills.**
- **Other contents related to leadership communication skills can be added to strengthen learning outcomes.**

- **Deliverables**

1) **Training Course:**
   The offeror will deliver the training as follows:
   a. **Date:** October 13-14, 2022
   b. **Time:** Between 8am - 5pm (6-8 hours)
   c. **Location:** ARTC training facility in Bangkok, Thailand
   d. **Audience:** 20 USAID Deputy Mission Directors (American senior leadership)

2) **Pre-training Requirement:**
   **Meeting:** The offeror must organize a pre-training discussion with ARTC within one week after the contract is awarded. The meeting must be conducted within ARTC business hours (8am - 5pm, Thailand time).
   a. **Training Materials:** The offeror must submit course materials including but not limited to training slides and participant handouts to ARTC before the training.
   b. **Training Evaluation Form:** The offeror must submit a training evaluation form to ARTC before the training. The survey must include but not be limited to the following evaluation criteria: course content, training materials, instructor, participants’ comments/suggestions.

3) **Post-training Requirement:**
   o **Training Evaluation Report:** The offeror must submit a post-training evaluation survey results completed by at least 80% of participants along with summarized metrics and recommendations for improvements to ARTC within two weeks of training completion.
IV. Proposal Instructions

- **Technical Proposal**

The offeror must include in the technical portion the following items:

1) **Course content** - The offeror must submit:
   - Detailed agenda with learning objectives, training modules, and class activities with description.
   - Illustration of core concepts and highlight distinctive features of the training.

2) **Instructor(s)** - The offeror must submit:
   - Resume(s) of proposed instructor that describes expertise conducting the subject training with the offeror within the past five years.
   - Video clip(s) of the proposed instructor(s) introducing or delivering the subject training. The clip must be 3-5 minutes and must be viewable online.

3) **Contractor’s past performance** - The offeror must submit:
   - A summary of the offeror's experience in organizing the subject training or similar training to international audiences within the past five years.
   - Three references from clients who have received the subject training or similar training within the past five years. Contact details, email addresses, name of the training, and period of training must all be included.

**Note:** Failure to provide documentation and information as instructed in item 1-3 may result in disqualification.

- **Price Proposal**

  Total fixed-price quotation - be sure to consider all costs associated with the delivery of this training course including but not limited to instructor’s travel costs, lodging cost, training materials, delivery of training materials and breakdown of other miscellaneous costs (if any).

V. Selection Criteria

- Course Content  40%
- Instructor Expertise  40%
- Price Proposal  10%
- Past Performance  10%

Total  100%

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 offerors to discuss improvements in the proposal and cost deduction. Upon successful negotiation with the vendor, a fixed-price purchase order will be issued, and a lump sum payment made upon acceptance of all deliverables and within 30 days of receipt of invoice.
**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):

https://acquisition.gov/far
http://www.usaid.gov

- Federal Acquisition Regulation (FAR) at http://www.acquisition.gov/far/
- USAID Acquisition and Assistance Policy Directives (AAPDS) and Contract Information Bulletins (CIBS) at https://www.usaid.gov/work-usaid/aapds-cibs/

- AAPD 21-04 Revision 1: EXECUTIVE ORDER 14042 ON ENSURING ADEQUATE COVID-19 SAFETY PROTOCOLS FOR FEDERAL AWARDS (FAR Deviation No. M-OAA-DEV-FAR-22-01c)

### A.1 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.
I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES

I.1 NOTICE LISTING CLAUSES INCORPORATED BY REFERENCE

The following clauses are hereby incorporated by reference (by Citation Number, Title, and Date) in accordance with the clause at FAR "52.252-2 CLAUSES INCORPORATED BY REFERENCE" contained in this document. FAR 52.252-2 contains the internet address for electronic access to the full text of a clause.

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II. A.I.D. ACQUISITION REGULATION (48 CFR CHAPTER 7) CLAUSES

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III. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) FULL TEXT CLAUSES

III.1 52.213-2 INVOICES (APR 1984)

The Contractor's invoices must be submitted before payment can be made. The Contractor will be paid on the basis of the invoice, which must state (a) the starting and ending dates of the subscription delivery, and (b) either that orders have been placed in effect for the addressees required, or that the orders will be placed in effect upon receipt of payment.

III.2 52.213-4 TERMS AND CONDITIONS - SIMPLIFIED ACQUISITIONS (OTHER THAN COMMERCIAL ITEMS) (JAN 2022)

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses that are incorporated by reference:

(1) The clauses listed below implement provisions of law or Executive order:

(i) 52.203-19, Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements (Jan 2017) (section 743 of Division E, Title VII, of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235) and its successor provisions in subsequent appropriations acts (and as extended in continuing resolutions)).

(ii) 52.204-23, Prohibition on Contracting for Hardware, Software, and Services Developed or Provided by Kaspersky Lab and Other Covered Entities (Nov 2021) (Section 1634 of Pub. L. 115-91).

(iii) 52.204-25, Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment. (Nov 2021) (Section 889(a)(1)(A) of Pub. L. 115-232).

(iv) 52.222-3, Convict Labor (Jun 2003) (E.O.11755).

(v) 52.222-21, Prohibition of Segregated Facilities (Apr 2015).

(vi) 52.222-26, Equal Opportunity (Sept 2016) (E.O.11246).

(vii) 52.225-13, Restrictions on Certain Foreign Purchases (Feb 2021) (E.O.s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).


(2) Listed below are additional clauses that apply:

(i) 52.232-1, Payments (Apr 1984).
(ii) 52.232-8, Discounts for Prompt Payment (Feb 2002).

(iii) 52.232-11, Extras (Apr 1984).

(iv) 52.232-25, Prompt Payment (Jan 2017).

(v) 52.232-39, Unenforceability of Unauthorized Obligations (Jun 2013).


(vii) 52.233-1, Disputes (May 2014).

(viii) 52.244-6, Subcontracts for Commercial Products and Commercial Services (Jan 2022).

(ix) 52.253-1, Computer Generated Forms (Jan 1991).

(b) The Contractor shall comply with the following FAR clauses, incorporated by reference, unless the circumstances do not apply:

(1) The clauses listed below implement provisions of law or Executive order:

   (i) 52.204-10, Reporting Executive Compensation and First-Tier Subcontract Awards (Jun 2020)(Pub. L. 109-282) (31 U.S.C. 6101 note) (Applies to contracts valued at or above the threshold specified in FAR 4.1403(a) on the date of award of this contract).

   (ii) 52.222-19, Child Labor-Cooperation with Authorities and Remedies (Jan 2022) (E.O. 13126) (Applies to contracts for supplies exceeding the micro-purchase threshold, as defined in FAR 2.101 on the date of award of this contract).

   (iii) 52.222-20, Contracts for Materials, Supplies, Articles, and Equipment., Contracts for Materials, Supplies, Articles, and Equipment (Jun 2020) (41 U.S.C. chapter 65) (Applies to supply contracts over the threshold specified in FAR 22.602 on the date of award of this contract, in the United States, Puerto Rico, or the U.S. Virgin Islands).

   (iv) 52.222-35, Equal Opportunity for Veterans (Jun 2020) (38 U.S.C. 4212) (Applies to contracts valued at or above the threshold specified in FAR 22.1303(a) on the date of award of this contract).

   (v) 52.222-36, Equal Employment for Workers with Disabilities (Jun 2020) (29 U.S.C. 793) (Applies to contracts over the threshold specified in FAR 22.1408(a) on the date of award of this contract, unless the work is to be performed outside the United States by employees recruited outside the United States). (For purposes of this clause, "United States" includes the 50 States, the District of Columbia, Puerto Rico, the Northern Mariana Islands, American Samoa, Guam, the U.S. Virgin Islands, and Wake Island.)

   (vi) 52.222-37, Employment Reports on Veterans (Jun 2020) (38 U.S.C. 4212) (Applies to contracts valued at or above the threshold specified in FAR 22.1303(a) on the date of award of this contract).
(vii) 52.222-41, Service Contract Labor Standards (Aug 2018) (41 U.S.C. chapter 67) (Applies to service contracts over $2,500 that are subject to the Service Contract Labor Standards statute and will be performed in the United States, District of Columbia, Puerto Rico, the Northern Mariana Islands, American Samoa, Guam, the U.S. Virgin Islands, Johnston Island, Wake Island, or the outer Continental Shelf).

(viii)

(A) 52.222-50, Combating Trafficking in Persons (Nov 2021) (22 U.S.C. chapter 78 and E.O. 13627) (Applies to all solicitations and contracts).

(B) Alternate I (Mar 2015) (Applies if the Contracting Officer has filled in the following information with regard to applicable directives or notices: Document title(s), source for obtaining document(s), and contract performance location outside the United States to which the document applies).

(ix) 52.222-55, Minimum Wages for Contractor Workers Under Executive Order 14026 (Jan 2022) (Applies when 52.222-6 or 52.222-41 are in the contract and performance in whole or in part is in the United States (the 50 States, the District of Columbia, Puerto Rico, the Northern Mariana Islands, American Samoa, Guam, the U.S. Virgin Islands, Johnston Island, Wake Island, and the outer Continental Shelf as defined in the Outer Continental Shelf Lands Act (43 U.S.C. 1331, et seq.)).

(x) 52.222-62, Paid Sick Leave Under Executive Order 13706 (Jan 2022) (E.O. 13706) (Applies when 52.222-6 or 52.222-41 are in the contract and performance in whole or in part is in the United States (the 50 States and the District of Columbia)).

(xi) 52.223-5, Pollution Prevention and Right-to-Know Information (May 2011) (E.O. 13423) (Applies to services performed on Federal facilities).

(xii) 52.223-11, Ozone-Depleting Substances and High Global Warming Potential Hydrofluorocarbons (Jun 2016) (E.O. 13693) (Applies to contracts for products as prescribed at FAR 23.804(a)(1)).

(xiii) 52.223-12, Maintenance, Service, Repair, or Disposal of Refrigeration Equipment and Air Conditioners (Jun 2016) (E.O. 13693) (Applies to maintenance, service, repair, or disposal of refrigeration equipment and air conditioners).

(xiv) 52.223-15, Energy Efficiency in Energy-Consuming Products (May 2020) (42 U.S.C. 8259b) (Unless exempt pursuant to 23.204, applies to contracts when energy-consuming products listed in the ENERGY STAR® Program or Federal Energy Management Program (FEMP)) will be-

(A) Delivered;

(B) Acquired by the Contractor for use in performing services at a Federally-controlled facility;

(C) Furnished by the Contractor for use by the Government; or
(D) Specified in the design of a building or work, or incorporated during its construction, renovation, or maintenance).

(xv) 52.223-20, Aerosols (Jun 2016) (E.O. 13693) (Applies to contracts for products that may contain high global warming potential hydrofluorocarbons as a propellant or as a solvent; or contracts for maintenance or repair of electronic or mechanical devices).

(xvi) 52.223-21, Foams (Jun 2016) (E.O. 13693) (Applies to contracts for products that may contain high global warming potential hydrofluorocarbons or refrigerant blends containing hydrofluorocarbons as a foam blowing agent; or contracts for construction of buildings or facilities.

(xvii) 52.225-1, Buy American-Supplies (Nov 2021) (41 U.S.C. chapter 67) (Applies to contracts for supplies, and to contracts for services involving the furnishing of supplies, for use in the United States or its outlying areas, if the value of the supply contract or supply portion of a service contract exceeds the micro-purchase threshold, as defined in FAR 2.101 on the date of award of this contract, and the acquisition-

(A) Is set aside for small business concerns; or

(B) Cannot be set aside for small business concerns (see 19.502-2), and does not exceed $25,000).

(xviii) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations., Promoting Excess Food Donation to Nonprofit Organizations (Jun 2020) (42 U.S.C. 1792) (Applies to contracts greater than the threshold specified in FAR 26.404 on the date of award of this contract, that provide for the provision, the service, or the sale of food in the United States).

(xix) 52.232-33, Payment by Electronic Funds Transfer-System for Award Management (Oct 2013)(Applies when the payment will be made by electronic funds transfer (EFT) and the payment office uses the System for Award Management (SAM) as its source of EFT information).

(xx) 52.232-34, Payment by Electronic Funds Transfer-Other than System for Award Management (Jul 2013) (Applies when the payment will be made by EFT and the payment office does not use the SAM database as its source of EFT information).

(xxi) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (Nov 2021) (46 U.S.C. 55305)(Applies to supplies transported by ocean vessels (except for the types of subcontracts listed at 47.504(d)).

(2) Listed below are additional clauses that may apply:

(i) 52.204-21, Basic Safeguarding of Covered Contractor Information Systems (Nov 2021) (Applies to contracts when the contractor or a subcontractor at any tier may have Federal contract information residing in or transiting through its information system.)

(ii) 52.209-6, Protecting the Government’s Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (Nov 2021) (Applies to contracts over the threshold specified in FAR 9.405-2(b) on the date of award of this contract).
(iii) 52.211-17, Delivery of Excess Quantities (Sept 1989) (Applies to fixed-price supplies).

(iv) 52.247-29, F.o.b. Origin (Feb 2006) (Applies to supplies if delivery is f.o.b. origin).

(v) 52.247-34, F.o.b. Destination (Nov 1991) (Applies to supplies if delivery is f.o.b. destination).

(c) FAR 52.252-2, Clauses Incorporated by Reference (Feb 1998). This contract 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):

https://acquisition.gov/far

(d) Inspection/Acceptance. The Contractor shall tender for acceptance only those items that conform to the requirements of this contract. The Government reserves the right to inspect or test any supplies or services that have been tendered for acceptance. The Government may require repair or replacement of nonconforming supplies or reperformance of nonconforming services at no increase in contract price. The Government must exercise its postacceptance rights-

(1) Within a reasonable period of time after the defect was discovered or should have been discovered; and

(2) Before any substantial change occurs in the condition of the item, unless the change is due to the defect in the item.

(e) Excusable delays. The Contractor shall be liable for default unless nonperformance is caused by an occurrence beyond the reasonable control of the Contractor and without its fault or negligence, such as acts of God or the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, unusually severe weather, and delays of common carriers. The Contractor shall notify the Contracting Officer in writing as soon as it is reasonably possible after the commencement of any excusable delay, setting forth the full particulars in connection therewith, shall remedy such occurrence with all reasonable dispatch, and shall promptly give written notice to the Contracting Officer of the cessation of such occurrence.

(f) Termination for the Government's convenience. The Government reserves the right to terminate this contract, or any part hereof, for its sole convenience. In the event of such termination, the Contractor shall immediately stop all work hereunder and shall immediately cause any and all of its suppliers and subcontractors to cease work. Subject to the terms of this contract, the Contractor shall be paid a percentage of the contract price reflecting the percentage of the work performed prior to the notice of termination, plus reasonable charges that the Contractor can demonstrate to the satisfaction of the Government, using its standard record keeping system, have resulted from the termination. The Contractor shall not be required to comply with the cost accounting standards or contract cost principles for this purpose. This paragraph does not give the Government any right to audit the Contractor’s records. The Contractor shall not be paid for any work performed or costs incurred that reasonably could have been avoided.

(g) Termination for cause. The Government may terminate this contract, or any part hereof, for cause in the event of any default by the Contractor, or if the Contractor fails to comply with any contract terms and conditions, or fails to provide the Government, upon request, with adequate
assurances of future performance. In the event of termination for cause, the Government shall not be liable to the Contractor for any amount for supplies or services not accepted, and the Contractor shall be liable to the Government for any and all rights and remedies provided by law. If it is determined that the Government improperly terminated this contract for default, such termination shall be deemed a termination for convenience.

(h) Warranty. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.

III.3 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract 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): https://acquisition.gov/far

III.4 AIDAR 752.7009 MARKING (JAN 1993)

(a) It is USAID policy that USAID-financed commodities and shipping containers, and project construction sites and other project locations be suitably marked with the USAID emblem. Shipping containers are also to be marked with the last five digits of the USAID financing document number. As a general rule, marking is not required for raw materials shipped in bulk (such as coal, grain, etc.), or for semi finished products which are not packaged.

(b) Specific guidance on marking requirements should be obtained prior to procurement of commodities to be shipped, and as early as possible for project construction sites and other project locations. This guidance will be provided through the cognizant technical office indicated on the cover page of this contract, or by the Mission Director in the Cooperating Country to which commodities are being shipped, or in which the project site is located.

(c) Authority to waive marking requirements is vested with the Regional Assistant Administrators, and with Mission Directors.

(d) A copy of any specific marking instructions or waivers from marking requirements is to be sent to the Contracting Officer; the original should be retained by the Contractor.