



International Business & Technical Consultants, Inc.

8618 WESTWOOD CENTER DRIVE ■ SUITE 400 ■ VIENNA, VA 22182 ■ USA

TEL: +1 703-749-0100 ■ FAX: +1 703-749-0110

RFP Issue Date: November 25, 2022

RFP Question Due Date and Time: November 30, 2022, 5:00PM EST

RFP Closing Date and Time: December 9, 2022, 5:00PM EST

Prime Contract Name and Number: GHTAMS/GS00Q14OADS121/7200AA19M00019

Client: USAID/Washington

Subject: RFP-22-IBTCI-001 for Racial Equity and Diversity Activity in Washington, DC

International Business & Technical Consultants, Inc., IBTCI, is pleased to issue this request for proposal for Racial Equity and Diversity Activity in Washington, DC.

IBTCI, at its sole discretion, intends to award a Firm Fixed Price Subcontract as a result of this solicitation based on the Statement of Work, but reserves the right to not make an award or make multiple awards.

All questions regarding the solicitation and proposals in response to this RFP must be submitted to procurement@ibtci.com by the date and time specified on the top of this page.

Late submission of proposals may be considered non-responsive and will not be further reviewed. IBTCI may review such submissions at its sole discretion if it is determined that it is in the best interest of IBTCI and its client. The date and time for receipt of quotes are IBTCI's server date and time at which the quotes are received.

The Offeror is responsible for all costs related to preparation and submission of its proposal in response to this solicitation.

I. Offeror Submission Instructions:

IBTCI requires all proposals to be submitted in writing in English. Proposals should have a signed cover letter with a statement that the terms and conditions of this RFP are accepted. The subject line of the email must be: "**Proposal for RFP-22-IBTCI-001 GHTAMS**". The proposal must include the following:

1. Cover letter using the template provided in *Attachment #7 – "Cover Letter Template"*
2. A cover page signed by an authorized representative stating that the terms and conditions herein are accepted
3. Technical Proposal as further detailed below
4. Budget Proposal (Budget and Budget Narrative) as further detailed below. If the quoted price exceeds \$30,000 USD, Offeror must have a Unique Entity Identifier (UEI) number issued by the System for Award Management (www.sam.gov)
5. Past performance and proof of similar work experience in the template provided in *Attachment #3 – "List of Past Performance"*

6. Completed and signed Subcontractor Questionnaire as provided in *Attachment #6 – “Subcontractor Questionnaire”*
7. Copy of Certificate of Incorporation or Corporate Business Registrations (please provide original copies and translation in English if applicable)

Incomplete proposals may be rejected at IBTCI’s sole discretion.

II. Technical Proposal:

- A Technical Proposal in response to the statement of work to demonstrate that the Offeror is capable and understands the requirements herein.
- The technical proposal should be no more than seven (7) pages (attachments including resumes, charts, etc. are not included in the page limitation) describing the organization’s structure, experience, and technical approach to the requirements listed in the statement of work.
- Proposed personnel information: Proposals must include a CV for all named labor proposed to demonstrate the relevant qualifications and experience of the proposed individuals.

III. Budget Proposal:

- The Offeror shall submit a budget and budget narrative in writing using the templates provided in *Attachment #2 – “Budget Template”* and *Attachment #3 – “Budget Proposal Instructions”*.
- The budget narrative should describe the cost assumptions made, if any, for each item listed in the proposed price so that each cost element is fully explained.
- Offerors should submit Budget Proposals based on realistic market rates and historic averages.
- The contracting out of any work described in the *Attachment #1 – “Statement of Work”* to a second tier subcontractor is prohibited and a disqualifying factor for consideration of this award.

IV. Selection & Evaluation

(a) Source Selection::

This is a tradeoff procurement. Selection will be made, at IBTCI’s sole discretion, to the Offeror(s) deemed responsible and whose proposal represents the best value to IBTCI and the U.S. Government after evaluation in accordance with all factors and sub-factors in this solicitation. For overall evaluation purposes, technical factors are considered significantly more important than cost/price factors, though cost is a key factor in making a best value decision. “Best value” is defined as the offer that results in the most advantageous solution for IBTCI, in consideration of technical, cost and other factors. Further, IBTCI may award to a higher priced Offeror if a determination is made that the higher technical evaluation of that Offeror merits the additional cost/price.

Incomplete proposals will be rejected at IBTCI’s sole discretion. IBTCI reserves the right to not make an award based on its sole discretion.

(b) Technical Evaluation:

The submitted technical information will be evaluated by a technical evaluation committee using the technical criteria shown below. When evaluating the competing Offerors, IBTCI will consider the written qualifications/capability information provided by the Offerors.

The factors listed below are presented by major categories in the descending order of importance, so that Offerors will know which areas required emphasis in the preparation of their proposals. Technical proposals will be evaluated using the following criteria:

No.	Evaluation Factors	Points
1	Technical Approach - Demonstrating effective and innovative approach and strategy to achieve results through survey strategy, creative concept, work plan and realistic mobilization timeline in accomplishing the objectives of the survey.	40
2	Institutional Capacity and Management Capability - Demonstrating institutional and technical ability to manage surveys and data analysis that conveys recommendations to evaluate impacts of activities.	10
3	Team Composition - How extensive and detailed the proposed team is and what are the various tiers of the team and what are the credentials of the team members at various levels.	40
4	Past performance – Performance information will be used for both the responsibility determination and best value decision. The past performance information will be reviewed and given an overall adjectival score based on all information collected and the relevancy of that information.	10
Total Points		100

(c) Cost/Price Evaluation

The cost/price evaluation will be based upon the cost proposal and the supporting narrative provided by the Offeror. No points are assigned to the cost proposal, but IBTCI will evaluate the proposed costs in accordance with FAR 15.404 to determine if they are allocable, allowable and reasonable. No cost evaluation will be performed on proposals determined not to be non-responsive.

Thank you for your interest in working with IBTCI. We look forward to receiving your proposal.

Sincerely,

Marzia Sharifi
Senior Contracts Associate

Attachments

1. Statement of Work
2. Budget Template
3. Budget Instructions
4. List of Past Performance
5. Authorized Geographic Code
6. Subcontractor Questionnaire
7. Cover Letter Template
8. IBTCI General Terms and Conditions
9. IDIQ Prime Contract Flowdowns
10. Task Order Prime Contract Flowdowns