



**To:** Offerors

**Date:** May 12, 2020

**From:** Procurement and Partnerships Team, INVEST Project; Implemented by DAI Global LLC

**Subject:** Request for Proposals (RFP) INVEST-045: Italy Economic Support Fund (ESF) for COVID-19 Response Part 2 – Technical Assistance Facility

**DUE:** 1:00PM EDT on **June 3, 2020**

Dear Offerors:

Enclosed is a Request for Proposals (RFP) to support the implementation of DAI's INVEST project funded by the United States Agency for International Development (USAID). DAI invites firms to submit a proposal for work as part of the USAID Bureau for Economic Growth, Education, and Environment (E3) buy-in to the INVEST project.

***IMPORTANT:*** *This RFP INVEST-045 (Part II: Technical Assistance Facility) is one of two companion RFPs designed to catalyze production and distribution of personal protective equipment and medical supplies for COVID-19 response in Italy. Offerors may apply to either or both RFPs. Should a firm (or consortium) wish to apply to both RFPs, separate proposals must be submitted for each, responding to the specific evaluation criteria outlined in each RFP. However, submissions made to both RFPs from the same firm or consortium should concisely reference how the proposals are complementary.*

- I. RFP Process and deadlines:** This solicitation will result in the award of one or more Fixed Price subcontract(s). We anticipate issuing one or more subcontract awards resulting from the implementation of this agreement, each with an award value of \$500,000-\$1,000,000.
- a. Submission of Questions – Questions must be submitted no later than **1:00PM EDT (19:00 CEST) on May 18, 2020** via email to [INVEST\\_Procurement@dai.com](mailto:INVEST_Procurement@dai.com). Please note that all questions **must be submitted in English**.
  - b. Bidders Teleconference – DAI anticipates holding a Bidders' Teleconference at **10:30 am EDT (16:30 CEST) on May 21, 2020**. The teleconference, conducted in English, will address the submitted questions and provide the opportunity for follow-up questions to ensure clarity around the proposal requirements. Details will follow closer to the date.
  - c. Submission of Proposal – Proposal must be submitted no later than **1:00 pm EDT (19:00 CEST) on June 3, 2020** via email to [INVEST\\_Procurement@dai.com](mailto:INVEST_Procurement@dai.com), copying [Katherine\\_Tilahun@dai.com](mailto:Katherine_Tilahun@dai.com), [Matthew\\_Mitchell@dai.com](mailto:Matthew_Mitchell@dai.com), and [Talin\\_Baghdadlian@dai.com](mailto:Talin_Baghdadlian@dai.com). The subject line of the email should be your organization name, followed by "Submission under RFP INVEST-045: Part 2". **The submission must be in English**. Please certify in your submission email a validity period of 60 days for the price(s) provided and include your organization's DUNS number. Please limit file submissions to 10 megabytes or less for the technical and price proposals combined. If the total

submission size is greater than 10 megabytes, please submit in multiple emails and label each email as “1 of X, 2 of X,” etc.

- II. Composition of Proposal:** Your organization’s proposal should comprise the following submission documents. The Technical Proposal and Cost Proposal should be prepared as separate files for independent evaluation, as follows below. Technical proposals should be submitted as a maximum ten (10) slide/page presentation, using a minimum 12-point standard font with one-inch margins. Graphics may be included, so long as text is clearly legible. If text or graphics are of poor resolution, the information provided may not be considered. Submissions in PowerPoint or in PDF are acceptable, although PDF is preferred along with an accompanying PowerPoint document. Cost proposals should be submitted in Excel format, and include within the spreadsheet any budget notes.

### **Part 1 – Technical Proposal**

The technical proposal is composed of the following three (3) sections:

1. **Technical Approach** – Offerors will detail their approach to fulfilling the accompanying Statement of Objectives (SOO). The approach will clearly indicate how the proposed activities will result in the successful completion of all deliverables and milestones.
2. **Institutional Capacity** - Please provide details about the experience, expertise, or capacity of your firm to implement the proposed approach and complete the work as described. This should also include past performance information for similar activities.
3. **Management Plan/Staffing Structure** – Offerors should include details of personnel who will be assigned to activities as proposed in the technical approach, as well as a clear management plan for the development, review, and submission of all associated deliverables, including a milestone schedule. Offerors are permitted to engage in partnering arrangements if it will aid in providing best value to USAID. If a partnering arrangement is being proposed, please describe the nature of the arrangement, the specific technical value being contributed by each member of the team, and the appropriate management controls to ensure successful delivery.

In addition to the above, please include the following:

- One (1) to two (2) case study examples of past performance relevant to this activity (limited to two (2) pages per case study)
- CV(s) of any individuals proposed in the staffing plan to conduct this activity (limited to two (2) pages per individual)

Note: These inputs (past performance examples and CVs) will not be counted as part of the 10-page slide/page limit and the format may be PDF or Word. A cover page will be considered a non-counting page. Offerors should include a cover page and list on it the names of all firms participating in the bid. No additional annexes or documentation are requested now.

### **Part 2 – Price Proposal**

The contract type for the presumptive award(s) will be Firm Fixed Price (FFP) subcontracts issued by DAI Global, LLC. Please include your total proposed fixed price along with details for specific deliverable pricing. Offerors should also include a cost

breakdown of proposed activities including the hourly rates for proposed personnel, if applicable, with a build-up to their total proposed price or include substantiating price reasonableness documentation/justification. Please see the template attached with the solicitation materials for guidance. However, offerors are not required to use the template as long as the price proposal captures the necessary elements (i.e., deliverables table with breakdown of how the deliverable totals were calculated).

**III. Evaluation of Proposal:** DAI will use best value determination for the award of this Request for Proposals. A best value determination means that, in DAI's estimation, the selected offer(s) will provide the greatest overall benefit to USAID in response to the requirements stated in this RFP. DAI may also exclude an offer from consideration if it determines that an Offeror is "not responsible", i.e., that it does not have the management and financial capabilities required to perform the work required. Proposals will be evaluated against a stated number of factors, including the overall proposed approach, past performance, specific qualifications in the identified sectors and other evidence substantiating the bidder's ability to deliver, including budget and time frame considerations.

**1. Technical Proposal:** The Technical Proposal will be scored and evaluated separately from the cost proposal. Technical panel reviewers will evaluate offerors on the following factors, consistent with the offerors' technical proposal. The Technical Proposal will be evaluated against the following criteria:

- a. **Technical Approach (40 Points):** Points for this section will be awarded based on the information presented in the technical approach. The offeror will be scored based on its presentation of a clear approach which reflects the requirements of this specific activity but also incorporates the offeror's competencies. Points will be given for the following technical areas:
  - i. Investment/Technical Assistance concept and approach to expanding health commodity manufacturing for COVID-19 response in Italy.
  - ii. Description of planned technical assistance activities and proposed approach for delivering them.
  - iii. Incorporation of knowledge of the Italian context into the technical approach, including sector awareness, networks with potential firms for technical assistance, and operational knowledge that informs implementation approach.
  - iv. Feasibility of proposed approach to successfully identify a strong portfolio of investee companies, provide technical assistance, and provide an attractive rate of return to investors.
  - v. Measurable, demonstrated qualitative and quantitative impact, with an approach to how this will be assessed.
- b. **Institutional Capacity (35 Points):** Points for this section will be based on information presented in the corresponding section and any submitted past performance case studies. The offeror should demonstrate their:
  - i. Demonstrated commitment and relevant experience in delivering tailored technical assistance to companies.
  - ii. Demonstrated networks to potential pipeline of firms in Italy.
- c. **Management Plan / Staffing Structure (25 Points):** Points for this section will be based on the qualifications of proposed staff, clear delineation of the

roles and responsibilities of each proposed staff and each proposed firm (if firms are partnering), and the demonstrated efficacy and clarity of the management plan. Proposals should provide a clear management plan in narrative form for the development, review, and submission of all associated deliverables, including a proposed milestone schedule. If the offeror is submitting a proposal with partners, the proposal should describe the nature of the arrangement (i.e. added technical value), the division of labor among the partners, and the appropriate management controls to ensure successful delivery. The offeror should demonstrate their proposed staff's:

- i. Management plan for proposed activities, including clearly defined technical roles for each partner (if applicable).
- ii. Timeline and deliverables that will result in objectives of SOO being met.
- iii. Qualifications and experience of staff to assess and deliver high quality, tailored technical assistance to companies in Italy as appropriate to the technical approach proposed. Please note that CVs should be provided for all proposed staff.

2. **Price Proposal:** Price will be evaluated separately from the technical approach, with due consideration for realism, reasonableness, and allowability consistent with US government cost principles. Evaluation for this section will be dependent upon all information presented by the Offeror in their deliverable table and supporting cost information, as well as its alignment with the proposed technical approach. Budgets will be analyzed for cost reasonableness of the deliverable price as well as the cost build-up.

**IV. Offeror's Agreement with Terms and Conditions: Please visit the [INVEST Procurement Forecast](#) website for RFP Terms and Conditions.**

The completion of all RFP requirements in accordance with the instructions in this RFP and submission to DAI of the technical and price proposals will constitute an offer and indicate the Offeror's agreement to the terms and conditions in this RFP and any attachments hereto. DAI is not required to accept and/or evaluate proposals that do not conform to the instructions of the RFP, and additionally, DAI may reject all proposals and not award a subcontract for this RFP. DAI reserves the right to award a subcontract without discussion and/or negotiation; however, DAI also reserves the right to conduct discussions and/or negotiations, which among other things may require an Offeror(s) to revise its proposal (technical and/or price). By submitting an offer, Offerors agree to comply with the general terms and conditions for an award, including Representations and Certifications compliance. Offerors must provide full, accurate, and complete information in response to this solicitation. By submitting an offer, Offerors certify that they have not/will not attempt to bribe or make any payment to DAI employees in return for preference. Issuance of this RFP in no way obligates DAI to award a subcontract, nor does it commit DAI to pay any costs incurred by the Offeror in preparing and submitting the proposal. DAI reserves the right to award a subcontract to one organization or to issue multiple awards to different organizations based on the results of our evaluation.

Thank you,

**DAI INVEST Procurement and Partnerships Team**  
[INVEST\\_Procurement@dai.com](mailto:INVEST_Procurement@dai.com)