

**To:** Offerors  
**Date:** January 27, 2023  
**RFP:** ATI-027  
**From:** Procurement and Partnerships Team, Africa Trade, and Investment (ATI) Program;  
Implemented by DAI Global LLC  
**Subject:** Request for Proposals (RFP) ATI 027: USAID LIBERIA - Partnerships in Agribusiness  
Incubator and Development Activity  
  
**Due:** 1:00PM EAT (6:00AM EST) on February 20, 2023

Dear Offerors:

Enclosed is a Request for Proposals (RFP) to support the implementation of DAI's ATI project funded by the United States Agency for International Development (USAID). DAI invites firms to submit a proposal for work to be funded by USAID LIBERIA for the task "Partnerships in Agribusiness Incubator and Development Activity."

- I. **RFP Process and deadlines:** This solicitation will result in the award of a Firm Fixed Price (FFP) Subcontract. We anticipate issuing three subcontracts between \$800,000 and \$900,000 each running from 2023 to 2026 (36 months period).
  - a) Submission of Questions – Questions must be submitted no later than **1:00PM EAT (6:00AM EST) on February 6, 2023**, via email at [ATI\\_Procurement@dai.com](mailto:ATI_Procurement@dai.com).
  - b) Submission of Proposals – Proposals must be submitted no later than **1:00PM EAT (6:00AM EST) on February 20, 2023**, via email to [ATI\\_Procurement@dai.com](mailto:ATI_Procurement@dai.com), copying [Mike\\_Wayamba@atiprogram.com](mailto:Mike_Wayamba@atiprogram.com) and [Edwin\\_Muli@atiprogram.com](mailto:Edwin_Muli@atiprogram.com). The subject line of the email should be your organization name, followed by "Submission under RFP ATI 027: USAID LIBERIA - Partnerships in Agribusiness Incubator and Development Activity." Please certify in your submission email a validity period of 60 days for the price(s) provided. In order to submit a proposal, offerors must have at least initiated the process to obtain a [SAM \(System for Award Management\) UEID \(Unique Entity ID\)](#). If the UEID has not yet been issued, offerors should note that in the submission and update ATI at [ATI\\_Procurement@dai.com](mailto:ATI_Procurement@dai.com) once it is issued. Please limit file submissions to 10 megabytes or less.
  
- 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 presentation no longer than ten (10) slides, using 12-point standard font size. Graphics may be included, so long as the text is clearly legible and may use 10-point font. If text or graphics are of poor resolution, the information provided may be excluded from consideration. Submissions in PowerPoint or in PDF (Portable Document Format) are acceptable, although PDF is preferred along with an accompanying PowerPoint document. Please provide a copy of your cost proposal in Excel format; offerors may use the attached cost/budget template.

### **Part 1 – Technical Proposal**

Offerors should clearly indicate which lot their proposal is for in the cover page. Please limit your technical proposal to no more than ten (10) slides. The technical proposal is composed of the following three (3) sections:

1. **Technical Approach** – Offerors will detail their approach to fulfilling the accompanying Scope of Work (SOW). The approach will clearly indicate how the offeror will provide innovative or compelling technical approach that offers quality incubator services to agribusiness MSMEs (Micro, Small, and Medium Enterprises), including women and youth-led enterprises and the facilitation of business development services for Liberian entrepreneurs, small and growing businesses (SGBs) to increase investment and productivity.
2. **Institutional Capacity** – Offerors will be a Liberian-based incubator/accelerator or an international incubator/accelerator working in partnership with an existing Liberia-based incubator/accelerator. Offerors should provide details about their experience, expertise, or capacity of their firm to manage pitch and reverse pitch competitions and access to private and public sector ecosystem players. Offerors should demonstrate experience with innovation sourcing, incubation/acceleration, and graduation of enterprises, supporting and graduating MSMEs in Liberia or a similar market, experience in managing a grant facility, including number of grants awarded and value of grants awards issued (average size and size range). Offerors should demonstrate experience in operating as an innovation incubator providing business development support services and technical assistance to agribusinesses and local enterprises.
3. **Management Plan/Staffing Structure** – Offerors should include details of personnel who might be assigned to the activities described in the technical approach, as well as a clear management plan in narrative form for the development, review, and submission of deliverables, including a milestone schedule that indicates their proposed timeline for implementation. 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, oversight, and coordination controls to ensure successful delivery.

In addition to the above, please include the following. These inputs will not be counted as part of the 10-slide limit and the format may be PDF or Word:

- One (1) to two (2) case study examples or qualifications statements of past performance relevant to this activity (limited to two (2) pages per example)
- CV(s) of any individuals proposed in the staffing plan to conduct this activity (limited to two (2) pages per individual). Please include the location where the individual is based.

A cover slide will be considered a non-counting slide, should offerors choose to include one. No additional annexes or documentation are requested at this time.

## **Part 2 – Cost or Price Proposal**

The contract type for the presumptive subcontract will be Firm Fixed Price, awarded 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 the hourly rates for proposed personnel, if applicable, with a build-up to their total proposed price or include substantiating price reasonableness documentation/justification. Cost breakdowns included will be utilized to determine price reasonableness. Offerors can use the attached cost/budget template for guidance but are not required to use it if the cost proposal captures the necessary elements

(i.e., deliverables table with breakdown of how the deliverable totals were calculated). Note that the successful Offeror must be able to substantiate all costs and demonstrate the reasonableness of cost elements. Please limit file submissions to 10 megabytes or less.

For budgeting and evaluation purposes, please price out the activities on a yearly basis (Year 1, Year 2, and Year 3) for the full period of the subcontract 2023-2026 (36 months).

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 will provide the greatest overall benefit to DAI 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/or 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 and other evidence substantiating the bidder's ability to deliver, and 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.
  - a. **Technical Approach (40 points)** - Points for this section will be awarded based on the information presented in the technical approach. Points will be awarded to firms describing their innovative or compelling thoughtful technical approach to addressing the scope of work. The offeror will be scored based on its presentation of a clear approach which reflects the requirements of this specific activity and incorporates the offeror's uniqueness, innovative or compelling approach that offers quality incubator services to agribusiness MSMEs, including women and youth-led enterprises. Offerors will be evaluated on their ability to run multiple cohorts of incubatees per year and run demand-driven pitch events across the different enterprise sizes in all counties under the assigned Lots A, B and C. Points will also be awarded to offerors with demonstrated expertise in facilitation of business development services for Liberian entrepreneurs, small and growing businesses (SGBs) to increase investment and productivity, management and facilitation of Pitch Competitions and Small Prize Awards and Collaboration, Learning, and Adapting from the incubation implementation as per the scope of work.
  - b. **Institutional Capacity (35 points)** - Points for this section will be based on information presented in the corresponding section. Preference will be given to Liberian-based incubator/accelerator or an international incubator/accelerator working in partnership with an existing Liberia-based incubator/accelerator and have access to and existing relationships with private sector, agribusiness, commercial sector players, financial institutions, off-takers, and other implementing partners in the agribusiness ecosystem (relevant stakeholders). Points will be awarded to offerors experience, expertise, or capacity to manage pitch and reverse pitch competitions and access to private and public sector ecosystem players. Points will be awarded to offerors who demonstrate experience with innovation sourcing, incubation/acceleration, and graduation of enterprises, supporting and graduating MSMEs in Liberia or a similar market, experience in managing a grant facility, including number of grants awarded and value of grants awards issued (average size and size range). Offerors should demonstrate experience in operating as an innovation incubator providing business development support services and technical assistance to agribusinesses and local enterprises. Points

will be awarded to offerors who demonstrate experience working with agribusinesses in one or more counties in Liberia.

**c. Management Plan/Staffing Structure (25 points)** – Points for this section will be based on the qualifications and appropriate size of proposed staff, in line with the criteria outlined in the previous section. Points will be given based on the team’s range of relevant experience, including experience with delivering Agribusiness incubator services, managing Pitch Competitions and Small Prize Awards, and monitoring collaboration, learning and adaptation and a schedule of deliverables that is aligned with the requirements of the SOW. Preference will be given to offerors with a local presence in counties listed for each Lot that the Offeror proposes to cover in the SOW. If the offeror is submitting a proposal along with partners, the proposal will also evaluate the added technical value of each proposed partner.

**2. Price Proposal:** Price will be evaluated separately from the technical approach, with consideration for price reasonableness and allowability consistent with US (United States) government cost principles. Evaluation for this section will depend on all information presented by the Offeror in their deliverable table, budget with cost breakdowns, and supporting cost information, and its alignment with the proposed technical approach. Budgets will be analyzed for cost reasonableness of the deliverable prices as well as the cost build-up.

**IV. Offeror’s Agreement with Terms and Conditions: Please visit the <https://www.atiprogram.com/procurement-policies> website (scroll down to “Terms and Conditions”) 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 cost 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 cost). 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 ATI Procurement and Partnerships Team**  
[ATI\\_Procurement@dai.com](mailto:ATI_Procurement@dai.com)