

To: Offerors
Date: April 20, 2023
RFP: ATI-031
From: Procurement and Partnerships Team, Africa Trade, and Investment (ATI) Program; Implemented by DAI Global LLC
Subject: Request for Proposals (RFP) ATI 031: ATI Continental Payroll Management Services
Extended Due: 12:00PM EAT (11:00 AM SAST) on May 09, 2023

Dear Offerors:

Enclosed is a Request for Proposals (RFP) and an associated Scope of Work (SOW) 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 to support work under the ATI Continental Payroll Management Services.

- I. RFP Process and deadlines:** This solicitation will result in the award of a Cost Reimbursement Subcontract. We anticipate issuing One (1) subcontract award with an annual payroll budget range of \$2,400,000-\$2,700,000 resulting from the implementation of this agreement.
 - a. Submission of Questions – Questions must be submitted no later than **1:00PM EAT (12:00 Noon SAST) on April 25, 2023**, via email to ATI_Procurement@dai.com
 - b. Submission of Proposal – Proposal must be submitted no later than **12:00PM EAT (11:00 AM SAST) on May 09, 2023**, via email to ATI_Procurement@dai.com, copying Mike Wayamba (Mike_Wayamba@atiprogram.com) and Edwin Muli (Edwin_muli@atiprogram.com). The subject line of the email should be your organization name, followed by “Submission under ATI-031 – ATI Continental Payroll Management Services. 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 once it is issued. Please limit file submissions to 10 megabytes or less.
- II. Composition of Proposal:** The proposal should comprise the following submission documents. Mandatory requirement/documents, Technical Proposal and Cost Proposal should be prepared as separate files for independent evaluation, as follows below. Technical proposals should be submitted as a ten (10) page proposal, using 12-point standard font size. Graphics may be included, so long as text is clearly legible. If text or graphics are of poor resolution, the information provided may be excluded from consideration. Submissions in Word or PDF 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
- III. Cost Proposal:** The contract type for the presumptive subcontract will be a **Cost Reimbursable** contract awarded by DAI Global, LLC. Offerors are expected to include all costs, direct and indirect and management fees and VAT if applicable into their total proposed price. Please include your total proposed fixed price, the cost breakdown of the payroll service charges (payroll management service fees) in the along with details for specific deliverable pricing. Offerors should also include 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., Provided in Attachment C is a template for the summary Price Schedule/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. The Offeror is responsible for all applicable taxes and fees, as prescribed under the applicable laws for income, compensation, permits, licenses, and other taxes and fees due as required

IV. Evaluation of Proposal: DAI will use Trade Off Method/ 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 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. DAI reserves the right to check the past performance, references, and other pertinent offeror information in making award decisions. Proposals will be evaluated against a stated number of factors including: the overall proposed approach, past performance, specific qualifications in the identified approach and sectors, and other evidence substantiating the Offeror’s ability to deliver, including budget and time frame considerations.

Mandatory Requirement

- a. Offeror will provide copy of Certificate of Incorporation or registration document and company profile.
- b. Offeror will provide valid copy of their Tax Compliance Certification issued from the country of operation.
- c. Offeror will provide their detailed company profile.
- d. Offeror will provide evidence of existing physical presence and operations in at least three (3) or more of the following countries - South Africa, Malawi, Mozambique, Madagascar, Zambia, Mozambique, Swaziland, Lesotho, Namibia, Angola, and Tanzania. Additional countries in the continent will be an added advantage.
- e. Offeror shall provide copies of audited financial statement for the last two (2) years.

Part 1 – Technical Proposal

The technical proposal is composed of the following sections:

- 1. Institutional Capacity-** Offeror will provide evidence of physical presence/ operation/ eligibility to perform work under applicable laws and regulations in any of the listed 10 countries (or firms if partners are proposed): South Africa, Malawi, Mozambique, Madagascar, Zambia, Swaziland, Lesotho, Namibia, Angola, and Tanzania.
- 2. Experience and References-** Offeror shall have at least four (4) years’ experience in payroll management services in at least four (4) of any of the following focus countries: *South Africa, Malawi, Mozambique, Madagascar, Zambia, Mozambique, Swaziland, Lesotho, Namibia, Angola, and Tanzania.* The offeror should demonstrate their knowledge and experience in managing Human resources and payroll services across the focus countries and across the continent. Offeror will provide at least four (4) written references OR Past contracts in the last three (3) years from clients provided with payroll management services (provide representation from at least four (4) of the above listed focus countries.
- 3. Management Plan/Staffing Structure –** Offerors should include details of personnel who might be assigned to the activities described in the scope of work, as well as a clear management plan in narrative form for the development, review, and submission of deliverables. The proposal should describe how the proposed team members have the necessary experience and capabilities to carry out the Scope of work.
- 4. Management fees (per employee):** Offeror will provide the proposed management fees per employee in United States Dollars (USD). Points will be awarded to offeror who provide a detailed and comprehensive management fee breakdown schedule.

Evaluation criteria

Nr.	Evaluation Criteria	Points
1	<p>Institutional Capacity</p> <ul style="list-style-type: none"> • Offeror will provide evidence of physical presence/ operation/ eligibility to perform work under applicable laws and regulations in any of the listed 10 countries (or firms if partners are proposed): South Africa, Malawi, Mozambique, Madagascar, Zambia, Swaziland, Lesotho, Namibia, Angola, and Tanzania. 	25 Points

	<i>Additional countries in the continent will be an added advantage up to 5 points. (Each country proof of presence will be awarded up to 2 points)</i>	
2	<p>Experience and References:</p> <ul style="list-style-type: none"> • Offeror shall have at least four (4) years’ experience in payroll management service in at least four (4) of any of the following listed 10 countries (or firms if partners are proposed): South Africa, Malawi, Mozambique, Madagascar, Zambia, Swaziland, Lesotho, Namibia, Angola, and Tanzania. • The offeror should demonstrate their knowledge and experience in managing Human resources and payroll services across the focus countries and across the continent. • Offeror will provide at least four (4) written references OR Past contracts in the last three (3) year from clients provided with payroll management services (provide representation for at least four (4) in any of the listed 10 countries) <p><i>Additional countries in the continent will be an added advantage. (Each Proof of experience and reference will be awarded up to 5 points)</i></p>	30 points
3	<p>Management Plan/Staffing Structure:</p> <p>Points for this section will be awarded based on the description and qualifications of the offeror’s staff assigned to the project. The proposal should describe how the proposed team members have the necessary experience and capabilities to carry out the Scope of work (attach the team members CVs). The proposed team should consist of the following personnel at a minimum: Team Lead (Master’s degree with at least 8 years’ experience), Accountant (Bachelor’s degree with at least 5 years’ experience), and HR/Contracts Expert (Bachelor’s degree with at least 5 years’ experience).</p> <p>The Management Plan should clearly outline where staff are located and, offerors should demonstrate how they will effectively support ATI employee representatives in the different countries.</p>	15 points
4	<p>Management fees (per employee):</p> <p>Offeror will provide their proposed all-inclusive management fees per employee in United States Dollars (USD). Points will be awarded to offeror who provide a detailed and comprehensive management fee breakdown schedule.</p>	30 points
	Total	100 points

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

[End of Attachment A]



Attachment B: Scope of Work (SOW)

Africa Trade and Investment (ATI) Program

Continental Payroll Management Services

A. Introduction and Overview

In partnership with Prosper Africa, Feed the Future, and other initiatives, the USAID Africa Bureau, Africa Regional Missions, and the Middle East Bureau have established the Africa Trade and Investment (ATI) Program. The purpose of this Program is to mobilize enterprise-driven solutions that increase trade and investment in Africa, including North and Sub-Saharan Africa. It aims to strengthen Africa's markets by developing new trade and investment relationships, particularly between the U.S. and Africa, and achieve development outcomes across all sectors in line with USAID's Private Sector Engagement Policy and the USG Prosper Africa initiative.

Driven by market demand, the Program will embrace innovative approaches to achieve its goals. The Program is envisioned as a small, core set of centrally coordinated technical and institutional support activities, and a large, flexible performance-based subcontracting and grants under contract facility designed to support the needs and opportunities that missions and the private sector identify. The Program aims to mobilize private sector resources and expertise, in conjunction with other United States Government (USG) interagency partners, resulting in the increased capacity, competitiveness and availability of businesses, investors and intermediaries that will drive future trade and investment.

B. Objectives and Purpose

The Africa Trade and Investment Project (ATI) has operations across the continent covering, Eastern, Southern, Western and North African regions. The purpose of this subcontract is for DAI to hire staff through a payroll management firm so that DAI does not have to directly manage the provision of benefits, to remit statutory deductions and does not have to maintain a corporate registration in each of the countries that will have country representatives. The firm should be able to provide services for the immediate needs outlined in this SOW as well as meet future demand as ATI staffing needs grow. Presently, ATI has recruited Thirty-five (35) staff based in South Africa, Malawi, Madagascar, Zambia, Mozambique, Swaziland, Lesotho, Namibia, Angola and Tanzania and the payroll management firm will be required to provide the following services in support of the ATI representative employees in the respective countries. Preference will be given to offerors who can provide services in the listed countries and demonstrate comprehensive continental coverage.

C. TASKS

DAI- ATI requires the services of a payroll management firm that will be tasked with the following:

- Process monthly on the 23rd (or the following working day) employees' payroll within set deadline and provide payment reports to DAI-ATI Nairobi office by 3rd business day of each month. *To note: The payroll management Firm will pay the employees' salaries, medical health insurance, pension and any other statutory deductions then bill DAI for monies paid and the management fees for services offered. DAI will reimburse the costs incurred as per agreed signed contract.*
- Ensure all the statutory deductions are deducted from the staff and remitted to the respective regulatory institutions in each of the focus (10) countries.
- Prepare the applicable statutory monthly, quarterly, or annually reports and submit the same to the respective authorities in the individual countries and provide copies of the same to DAI –ATI project in Nairobi.
- Provide summary of statutory payment such as income tax, social security, and pension and any other applicable together with payment slips to DAI-ATI Project office in Nairobi.

- Ensure compliance with local countries labor laws in terms of salary, benefits, contract termination and pay deductions in the respective 10 countries. (South Africa, Malawi, Mozambique, Madagascar, Zambia, Swaziland, Lesotho, Namibia, Angola, and Tanzania).
- Provide employee agreement termination and redundancy calculations when required.
- Preparation of end of year returns and payment summaries for DAI – ATI office and individual employees.
- Provide each employee with a medical insurance cover (also pension and any other statutory benefit) and pay for the annual premium or rates. Payment will be reimbursed by DAI-ATI for premiums paid.
- Issue the DAI-ATI employees with an employment contract. Employment agreement will be reviewed and approved for use by DAI- ATI. The contract will be issued with the payroll management firm legal entity for DAI is not registered in the respective countries.

D. PROCESS

The process shall be:

1. DAI will recruit, conduct due diligence, and select the individuals to be hired by the payroll firm under this subcontract. DAI will work closely with the payroll firm during the hiring process to on-board the selected candidates and the provision of all requested benefits.
2. The payroll management firm will issue the DAI-ATI employees with an employment contract. Employment agreement will be reviewed and approved for use by DAI- ATI. DAI will inform the bidder the gross salary and benefits for each employee.
3. The payroll management firm will issue employee with a medical insurance cover, pension if applicable and any other insurance cover or benefit as per the laws of the employee residency.
4. The Staff shall send the timesheets to their DAI supervisors by 23rd of the month or the following working day.
5. DAI Finance department will prepare the Gross pay due and any other benefits by 23rd or the following working day of the month.
6. The payroll management firm will do the computation, pay staff, and pay the applicable deductions to the relevant authorities by the 25th of the month or the following working day.
7. Payroll Management will bill DAI the salary and benefits amounts paid and their management fees by the 3rd of the month or the following working day.
8. DAI will reimburse the salary, benefits and any other allowances paid and the management fees on receipt of proof of payment

E. Anticipated post award Deliverables

YEAR 1: Deliverables

No.	Description	Quantity	Due Date
1.	Issued employment contracts. (Employment agreement will be reviewed and approved for use by DAI- ATI	TBD	Within 5 working days of employee hiring intention
2.	Proof of medical insurance contract & payment and other benefits issued to staff employed on behalf of DAI	TBD	Within 15 working days of Contract award

3.	<p>Detailed monthly report showing payments made to DAI employees and deductions done which will include but not limited:</p> <ul style="list-style-type: none"> • Salary paid • Tax remittance made • Statutory deductions applicable • Medical insurance provided • Pension contributions, with details for each. <p>*Relevant receipts and workings will be attached) and any other Annual reports done and submitted.</p>	12	Within 30 working days of contract award for the first month and thereafter every Month (12 units)
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**There will be 12 monthly reports – one will accompany each monthly invoice for all direct costs plus a management fee.*

General implementation structure

Upon selection and award, ATI will work closely with the subcontractor to determine the contract structure including adhering to the final timelines, deliverables, and cost proposal. Additionally, ATI will work closely with the subcontractor on the overall payroll management solutions to its staff across the continent ensuring DAI is compliant with local employment laws governing each country of operations. The implementation of this activity will be closely managed by the DAI- ATI Operation Manager.

Period of performance

The period of performance is anticipated that the work will begin o/a June 01, 2023 and conclude by approximately 3 years later at a maximum. The base year for the period of performance for this Subcontract shall start approximately o/a June 01, 2023 – May 31, 2024, with a possible two options years of June 01 to May 31, 2025, and a second year June 01, 2025, to May 31, 2026. DAI will only exercise the second and third option years after satisfactory performance of the base year.

Place of performance

The place of performance under this subcontract is expected to originally cover countries which include South Africa, Malawi, Zambia, Namibia, Lesotho, Swaziland, Mozambique, Angola, and Madagascar and Tanzania. The scope of coverage is expected to increase continentally as more ATI employee representatives are recruited in several countries across all regions where ATI operates.

REQUIREMENT

This is a cost-reimbursement subcontract. The subcontractor shall, during the period specified in this Agreement, provide/perform the services outlined in the Deliverables section in accordance with all applicable terms and conditions of this Agreement.

APPROVAL

The ATI Project Operations Manager will supervise this activity and be responsible for approval of all deliverables. Key deliverable review by the ATI Team will be conducted prior to client presentation and/or review and will be incorporated as part of scheduled check-in meetings.

Communicated approval (in writing) will be required prior to invoice acceptance and payment.

[End of Attachment B]



Attachment C: Price Schedule

Remember to send this separately from the technical proposal and to attach the detailed management fee structure per each deliverables price.

Price Schedule

No.	Description	Due Date	Number of Months	Number of employees	Management fee per employee per month \$	Fixed Fee per Year \$
1.	Year 1: o/a June 01, 2023 – May 31, 2024 Monthly report showing payments done and deductions done (relevant receipts and workings will be attached) and any other monthly reports done and submitted.	3 rd of the Month	12	35		
2.	Option Year 2: June 01 to May 31, 2025 Monthly report showing payments done and deductions done (relevant receipts and workings will be attached) and any other monthly reports done and submitted.	3 rd of the Month	12	35		
3.	Option Year 3: June 01, 2025, to May 31, 2026 Monthly report showing payments done and deductions done (relevant receipts and workings will be attached) and any other monthly reports done and submitted.	3 rd of the Month	12	35		
Total						

* The payroll management firm will pay the employees' salaries, medical health insurance, pension and any other statutory deductions then bill DAI –ATI for direct costs and the management fees for the service offered. The payroll budget range is estimated for 1 year. The cost proposal for Option Year 2 and Year 3 is subject to revision based on actual payroll budgets.

* Evaluation of cost will consider Management fee per employee, as billed amounts are to be based on actuals.

[End of Attachment C]