

**Attachment A: Request for Proposal**

**To:** Offerors  
**RFP:** ATI-050  
**Issuance Date:** February 07, 2024  
**From:** Procurement and Partnerships Team, Africa Trade, and Investment (ATI) Program; Implemented by DAI Global LLC  
**Subject:** Request for Proposals (RFP) ATI-050 Technical Assistance for Export-Ready Firms  
**Due Date:** February 29, 2024

Dear Offerors:

Enclosed is a Request for Proposals (RFP) to support the implementation of DAI's ATI project funded by Prosper Africa and the United States Agency for International Development (USAID). DAI invites firms to submit a proposal to support work under the Deal Facilitation Support Activity.

**I. RFP Process and deadlines:** This solicitation will result in the award of a firm fixed price subcontract. We anticipate issuing one (1) Firm Fixed Price (FFP) Subcontract award, with a budget range of between **USD \$80,000-USD \$100,000** per award resulting from the implementation of this scope of work. Note: ATI funds will not support construction activities.

- a. Submission of Questions – Questions must be submitted no later than **6:00PM East Africa Time (10:00AM Eastern Daylight Time) on February 15, 2024**, via email to [ATI\\_Procurement@atiprogram.com](mailto:ATI_Procurement@atiprogram.com)
- b. Submission of Proposal – Proposals must be submitted no later than **6:00PM East Africa Time (10:00AM Eastern Daylight Time) on February 29, 2024** via email to [ATI\\_Procurement@atiprogram.com](mailto:ATI_Procurement@atiprogram.com), copying [ATI\\_Partnershipteam@dai.com](mailto:ATI_Partnershipteam@dai.com). The subject line of the email should be your organization name, followed by **'RFP-ATI-050 Technical Assistance for Export-Ready Firms'**. Please certify in your submission email a validity period of 60 days for the price(s) provided and include your organization's Unique Entity Identity Number (UEID via SAM.GOV). Please limit file submissions to 10 megabytes or less.

**II. Composition of Proposal:** The 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 ten (10) slide presentation, 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 PowerPoint 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 should use the attached cost/budget template.

**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 Work (SOW). The Proposals will be objectively evaluated on the basis of the quality of an innovative technical approach, well thought-out methodology, and relevant, effective, and efficient deliverables, which will lead to increased exports from Malawi to other African countries (i.e., intra-trade) as well as increase competitive exports of Malawian products to other markets such as United States by training and enabling export firms to meet export readiness standards and certifications required. The offeror will provide technical assistance to support at least 10 firms that are ready to export with the main objective of increasing trade across the Continent and to the U.S. market through:
  - a) Webinars, workshops, and training.
  - b) Linkages to service providers, that is: certification, branding, digital trade platforms and financial audit services providers.
  
2. **Institutional Capacity** – Offerors should provide details about the experience, expertise, and capacity of their firm to implement their proposed approach detailed in their proposal. This should also include past performance information for similar activities, relevant experience critical to the success of this work, including experience offering technical services support to export firms, familiarity with either Malawi export firm, U.S. buyers/export firms, African buyers/export firms, and or both U.S and African buyers and export firms.

Further details can be reviewed in the accompanying SOW.

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 in narrative form for the development, review, and submission of all associated deliverables, including a milestone/deliverable schedule. Personnel should demonstrate strong experience in the priority sectors noted above. Further details can be reviewed in the accompanying SOW.

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

- Two (2) examples of past performance (i.e., case studies) relevant to this activity (Limited to two (2) pages per example). Examples should be within the last 5 years.
- CV(s) of any individuals proposed in the staffing plan to conduct this activity (Limited to two (2) pages per individual).

A cover page will be considered a non-counting page, should offerors choose to include one. No additional annexes or documentation are requested nor should be submitted.

## **Part 2 – Cost Proposal**

The contract type for the presumptive work will be Firm Fixed Price (FFP) awarded as a subcontract by DAI Global, LLC. Please include your total proposed fixed price along with details for specific deliverable pricing. Offerors must also include a cost breakdown of the hourly rates for proposed personnel, any other direct costs, indirect costs, and any fees or applicable taxes 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. The successful Offeror will need to demonstrate that the proposed rates, fees, etc. are reasonable and will be required to provide documentation during subcontract negotiations to substantiate costs, as needed. Offerors may use the attached cost/budget template but are not required to as long as the cost criteria is met; please limit file submissions to 10 megabytes or less.

**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 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 bidder's ability to deliver, including budget and time frame considerations. **Cost proposals are not assigned points, but for overall evaluation purposes of this RFP, technical evaluation factors other than cost/price (shown below), when combined, are considered significantly more important than cost/price factors.**

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 Proposals will be objectively evaluated on the basis of the quality of an innovative technical approach, well thought-out methodology, and relevant, effective, and efficient deliverables. 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 methodology of well-planned and sequenced activities that attains the objectives of this activity and also incorporates the offeror's competencies. The successful offeror shall demonstrate they are well-versed and have expertise in providing technical assistance to exporting firms to collectively engage, and provide high-quality, affordable, and reliable services, etc., so exporters can meet buyers' requirements consistently.
  - b. **Institutional Capacity (40 Points):** Points for this section will be awarded based on information presented in the corresponding section and any submitted examples of successful past performance examples of export deals closed before. The Offerors should demonstrate their past experience in offering technical assistance to export firms, their access to networks of both U.S. and African buyers as well as Malawian export firms. Offerors should demonstrate

any knowledge and technical experience that will support their ability to perform the requirements of the SOW in an efficient and effective manner.

- c. **Management Plan/Staffing Structure (20 Points):** Points for this section will be awarded based on the qualifications of proposed staff, clear delineation of the roles and responsibilities of proposed staff, and the demonstrated efficacy and clarity of the management plan. Proposals should provide a clear management plan in narrative form for the implementation, review, and submission of all associated deliverables, including a proposed milestone schedule. The offeror should clearly demonstrate that they can work in or travel in relevant geographies as the activity and proposal requires. The management plan should outline:

- 1) Clear roles and responsibilities for all staff outlined in the proposal with demonstrated industry experience and qualification in providing technical assistance and facilitating export deals. The plan should indicate where the staff are located and, if any portion of the team or consortium will be remote,
- 2) Clear mechanisms for collaboration and coordination with industry stakeholders, USAID, and ATI's technical team.

Provide detailed CV(s) of any individuals proposed in the staffing plan to conduct this activity (Limited to two (2) pages per individual).

2. **Cost Proposal:** Cost and associated cost build-up will be evaluated separately from the technical approach, with due consideration for realism, price reasonableness, and allowability consistent with U.S. 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.

- IV. **Offeror's Agreement with 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, specifically a **Unique Entity ID (SAM)**. There is a **mandatory** requirement for the Offeror to provide a Unique Entity ID (SAM) to DAI. Without a Unique Entity ID (SAM), DAI cannot deem an Offeror "responsible" to conduct business with and therefore, DAI will not enter into a subcontract/purchase order or monetary agreement with any organization. The



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determination of a successful offeror/applicant resulting from this RFP is contingent upon the winner providing a Unique Entity ID (SAM) DAI.

Obtaining a Unique Entity ID (SAM) may take up to 3 weeks or more. Therefore, offerors are strongly encouraged to initiate the process to obtain a Unique Entity ID (SAM) prior to submitting an offer. It is preferred that **the Unique Entity ID (SAM) is submitted along with the Technical and Cost Proposals**. If an offeror is selected for award but does not have a Unique Entity ID (SAM), DAI reserves the right to deem the offeror ineligible for award or apply additional conditions in any resultant subcontract/purchase order. A copy of the instructions for obtaining a Unique Entity ID (SAM) - DAI'S Vendors, Subcontractors is attached to this RFP. 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@atiprogram.com](mailto:ATI_Procurement@atiprogram.com)