



Libya Local Governance and Civil Society (LGCS)/Ta qarib Activity

Request for Proposals (RFP)

No. RFP NO. ta qarib-Libya-2020-053

Community Emergency Response Teams Training for Municipal and Civil Society Organizations to Support COVID-19 Emergency Operations Centers

Issue Date: July 14, 2020

WARNING: Prospective Offerors who have received this document from a source other than the Libya Local Governance and Civil Society (LGCS)/Ta qarib Activity, should immediately contact ProcurementLGCS@dai.com and provide their name and mailing address in order that amendments to the RFP or other communications can be sent directly to them. Any prospective Offeror who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation will be issued and posted at the original posted site

1. Request for Proposal – Services

DAI, implementer of the USAID funded Libya Local Governance and Civil Society (LGCS)/Ta qarib Activity, invites qualified vendors to submit proposals to supply and deliver “Community Emergency Response Teams (CERT) Training for Municipal and Civil Society Organizations to Support COVID-19 Emergency Operations Centers”, as outlined below.

1. RFP No.	RFP No. ta qarib-Libya-2020-053
2. Issue Date	July 14, 2020
3. Title	Community Emergency Response Teams Training for Municipal and Civil Society Organizations to Support COVID- 19 Emergency Operations Centers
4. Issuing Office & Email for Submission of Proposals	Libya LGCS Procurement Department Submit proposals to: LGCSProcurementINBOX@dai.com
5. Deadline for Receipt of Questions	July 22, 2020. 14:00 Libya time
6. Deadline for Receipt of Proposals.	August 5, 2020. 14:00 Libya time
7. Contact Person	ProcurementLGCS@dai.com
8. Anticipated Award Type	Firm Fixed Price Purchase Order Issuance of this RFP in no way obligates DAI to award a subcontract or purchase order and offerors will not be reimbursed for any costs associated with the preparation of their bid.
9. Basis for Award	An award will be made based on the Lowest Price, Technically Acceptable Source Selection process. The award will be issued to the responsible Offeror submitting the lowest evaluated price that meets or exceeds the acceptability requirements for technical/non-cost factors described in this RFP.

2. Request for Proposal - Goods

<p>10. General Instructions to Offerors</p>	<ul style="list-style-type: none"> • Offerors wishing to respond to this RFQ must submit proposals in English, in accordance with the following instructions • The deadline for receiving proposals is no later than 14:00pm local Tripoli, Libya time on August 5, 2020. Late offers will be rejected except under extraordinary circumstances at DAI's discretion. • Bidders shall submit quotes electronically (via email) LGCSProcurementINBOX@dai.com. Please note the solicitation number and title of the solicitation in the proposal and in the subject line if submitting via email. • Offerors shall confirm in writing that the Offeror fully understands that their proposal must be valid for a period of (120) days. • Offerors shall sign and date the Price Schedule, in lieu of a formal cover letter • Offerors shall complete Attachment A: Price Schedule template. Value Added Tax (VAT) shall be included on a separate line.
<p>11. Questions Regarding the RFP</p>	<p>Each Offeror is responsible for reading very carefully and understanding fully the terms and conditions of this RFP. All communications regarding this solicitation are to be made solely through the Issuing Office and must be submitted via email or in writing delivered to the Issuing Office no later than the date specified above. All questions received will be compiled and answered in writing and distributed to all interested Offerors.</p>
<p>12. Scope of Work Requirements for Technical Acceptability</p>	<p>See Attachment B: Scope of work</p> <ol style="list-style-type: none"> 1. The bidder shall have experience in providing training with for a minimum of 10 years. 2. The bidder shall provide relevancy of projects (ongoing and completed) using Attachment D. 3. The bidder shall provide documentation of implementing similar activities and meeting delivery timelines as demonstrated through reference letters from prior clients. 4. This bidder shall propose technical staff that have the skills, education and experience necessary to implement the activity. 5. The bidder shall submit an implementation plan and timeline that shows that he/she understands the activities to be undertaken, the order in which they should occur and timeline by which they should be completed.

	<p>6. The bidder shall have demonstrated strong training, coaching, communication skills and excellent command of English and Arabic.</p>
13. Determination of Responsibility	<p>DAI will not enter into any type of agreement with a vendor prior to ensuring the vendor's responsibility. When assessing a vendor's responsibility, the following factors are taken into consideration:</p> <ol style="list-style-type: none"> 1. Provide copies of the required business licenses to operate in the host country. 2. Evidence of a DUNS number (explained below) 3. The source, origin and nationality of the services are not from a Prohibited Country (explained below). 4. Ability to comply with required or proposed delivery or performance schedules.
14. Geographic Code	<ul style="list-style-type: none"> • Under the authorized geographic code for its contract DAI may only procure goods and services from the following countries. • Geographic Code 935: Goods and services from any area or country including the cooperating country but excluding Prohibited Countries. • DAI must verify the source, nationality and origin, of goods and services and ensure (to the fullest extent possible) that DAI does not procure any services from prohibited countries listed by the Office of Foreign Assets Control (OFAC) as sanctioned countries. The current list of countries under comprehensive sanctions include: Cuba, Iran, North Korea, Sudan, and Syria. DAI is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by DAI. • By submitting a proposal in response to this RFP, Offerors confirm that they are not violating the Source and Nationality requirements and that the services comply with the Geographic Code and the exclusions for prohibited countries.
15. Data Universal Numbering System (DUNS)	<p>All U.S. and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$30,000 and above are required to obtain a DUNS number prior to signing of the agreement. Organizations are exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. DAI requires that Offerors sign the self-certification statement if the Offeror claims exemption for this reason.</p>
16. Compliance with Terms and Conditions	<p>Offerors shall be aware of the general terms and conditions for an award resulting from this RFP. The selected Offeror shall comply</p>

	with all Representations and Certifications of Compliance listed in Attachment C.
17. Procurement Ethics	By submitting an offeror, offerors certify that they have not/will not attempt to bribe or make any payments to DAI employees in return for preference, nor have any payments with Terrorists, or groups supporting Terrorists, been attempted. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Offeror or the DAI staff may report violations to the Toll-Free Ethics and Compliance Anonymous Hotline at +1 855-603-6987, via the DAI website, or via email to FPI_hotline@dai.com .

Attachment A: Price Schedule

Item Number	Item Name	Description	Quantity	Unit Price	Total Price
1a	<i>CERT Training (Community Emergency Response Teams)</i>	This course is designed to training municipal staff, CSO and the Municipal Guard on how to manage and operate Community Emergency Response Teams	1000		
1b					
1c					
	VAT				
GRAND TOTAL IN LIBYAN DINAR					LYD

**Note: The firm may choose to quote their price based upon a per person training.
The firm will be paid for only those students who complete all modules successfully.**

We, the undersigned, provide the attached proposal in accordance RFP No. taqarib-Libya-2020-0XX

Dated August 5, 2020 Our attached proposal is for the total price of _____ (figure and in words)

I certify a validity period of **120** days for the prices provided in the attached Price Schedule/Bill of Quantities. Our proposal shall be binding upon us subject to the modifications resulting from any discussions.

We understand that DAI is not bound to accept any proposal it receives.

Authorized Signature:
Name and Title of Signatory:
Name of Firm:
Address:
Telephone:
Email:

Company Seal/Stamp

Attachment B: Scope of Work

Community Emergency Response Teams (CERT) Training for Municipal and Civil Society Organizations to Support COVID-19 Emergency Operations Centers

Background

Community Emergency Response Teams (CERT) training is a world-wide recognized method for how to manage and respond to community emergencies, using citizens as one of the primary frontline defenses for response. This training was originally designed by FEMA or the Federal Emergency Management Agency based in the United States of America is now used around the world as a best practice in the response and management of community emergency response.

Program Objectives

Using the World-Wide Recognized Community Emergency Response Teams (CERT) curriculum, the contractor will conduct training for 1000 municipal staff and/ or civil society organizations who support the CERT concept in Libya.

Detailed Description

- 1) The CERT training consists of 13 modules and each module is approximately 45 minutes in length.
- 2) The CERT Basic Training Instructor guide with power point slides and participant manual exists in English and will be provided to the contractor in Arabic to use for training.
- 3) The contractor will conduct the training using the material that has been produced and proven world-wide.
- 4) The contractor shall use the instructor manual to train and the participants shall use the student manual to follow the instruction.
- 5) Materials shall be provided to the contractor in an E-format and learning shall be conducted using an E-Format platform.
- 6) The contractor shall use virtual learning platforms of social distancing in class rooms. The preferred method shall be either WebEx, Skype, Near Pod or other similar system.
- 7) Training will be conducted of groups of 10-12 students and will be completed over a two-day period.
- 8) Taqarib project shall provide the list of names of municipal employees and civil society members to the selected contractor.
- 9) The selected contractor shall use the training of trainer model to train the participants.
- 10) Taqarib Project shall monitor, evaluate and validate all the trainings.

Training Schedule

Each trainee will attend the virtual classroom-based training for two (2) days. The contractor shall train 1000 participants from 20 municipalities in Libya within a five (5) month period. The maximum class size shall consist of between 10 -12 students. This is based upon a 5 day work week, with 4 weeks per month on average.

Anticipated post-award Deliverables

Upon award of a Purchase Order, the deliverables and deadlines detailed in below table will be submitted to DAI. The Offeror should detail proposed costs per deliverable in the Price Schedule. All of the deliverables must be submitted to and approved by DAI before payment will be processed.

No.	Description	Due Date
1	Final training schedule and timeline - English/Arabic	10 calendar days after award
2	MONTH 1 progress report which include: weekly attendance sheets for trainees and trainers and photos or screen shots of students attending this training - English/Arabic	40 calendar days after award
3	MONTH 2 progress report which include: weekly attendance sheets for trainees and trainers and photos or screen shots of students attending this training - English/Arabic	70 calendar days after award
4	MONTH 3 progress report which include: weekly attendance sheets for trainees and trainers and photos or screen shots of students attending this training - English/Arabic	100 calendar days after award
5	MONTH 4 progress report which include: weekly attendance sheets for trainees and trainers and photos or screen shots of students attending this training - English/Arabic	130 calendar days after award
6	MONTH 5 progress report which include: weekly attendance sheets for trainees and trainers and photos or screen shots of students attending this training - English/Arabic	160 calendar days after award
7	Final report as agreed upon with Taqarib project - English/Arabic	170 calendar days after award

Attachment C: Representations and Certifications of Compliance

1. Federal Excluded Parties List - The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
2. Executive Compensation Certification- FAR 52.204-10 requires DAI, as prime contractor of U.S. federal government contracts, to report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS)
3. Executive Order on Terrorism Financing- The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage with, or provide resources or support to, individuals and organizations associated with terrorism. No support or resources may be provided to individuals or entities that appear on the Specially Designated Nationals and Blocked persons List maintained by the US Treasury (online at www.SAM.gov) or the United Nations Security Designation List (online at: http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml). This provision must be included in all subcontracts/sub awards issued under this Contract.
4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.
5. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.
6. Organizational Conflict of Interest – The Bidder certifies that will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide DAI with a disclosure statement describing this information.
7. Business Size and Classification(s) – The Bidder certifies that is has accurately and completely identified its business size and classification(s) herein in accordance with the definitions and requirements set forth in FAR Part 19, Small Business Programs.
8. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
9. Equal Opportunity – The Bidder certifies that it does not discriminate against any employee or applicant for employment because of age, sex, religion, handicap, race, creed, color or national origin.
10. Labor Laws – The Bidder certifies that it is in compliance with all labor laws.
11. Federal Acquisition Regulation (FAR) – The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is in not in violation of any certifications required in the applicable clauses of the FAR, including but not limited to certifications regarding lobbying, kickbacks, equal employment opportunity, affirmation action, and payments to influence Federal transactions.
12. Employee Compliance – The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of an DAI Purchase Order to comply with the provisions of the resulting Purchase Order and with all Federal, State, and local laws and regulations in connection with the work associated therein.

By submitting a proposal, offerors agree to fully comply with the terms and conditions above and all applicable U.S. federal government clauses included herein, and will be asked to sign these Representations and Certifications upon award.

Attachment E: Proposal Checklist

Offeror: _____

Does your proposal include the following?

- Signed Cover Letter (*use template in Attachment A*)
- Price Schedule
- Evidence of a DUNS Number OR Self Certification for Exemption from DUNS Requirement
- Past Performance (*use template in Attachment D*)
- Reference letters from prior clients on relevant activities
- Profile of company meeting minimum experience
- CVs of training staff demonstrating skills, education and relevant experience
- Draft timeline of implementation plan