

Request for Proposal (RFP)
USAID JORDAN LOCAL ENTERPRISE SUPPORT PROJECT (LENS)
Food Processing Home-based Businesses Development Host Communities

RFP #	01032018
Issue Date:	3 January 2018
Questions Deadline:	<p>7 January 2018</p> <ul style="list-style-type: none"> • Submission of questions or requests for clarification in writing via email to RFP@jordanlens.org, subject line: "RFP#01032018 - Questions – Food Processing Home-based Businesses Development Host Communities", by 15:00 Hours local time in Jordan • Please note that inquiries and answers to inquiries will be shared with all registered Offerors. • Please do not contact any USAID Jordan LENS employees regarding this RFP. Contacting individual employees shall be cause for disqualification. • NO TELEPHONE INQUIRIES WILL BE ANSWERED.
Answers to be shared:	<p>8 January 2018</p> <p>Questions received and Answers will be published on the project website, under the solicitation link by 17:00 Hours local time in Jordan on the specified date: http://jordanlens.org/work-with-us/solicitations</p>
Offer Submission Deadline:	<p>18 January 2018</p> <p>Proposals (including technical proposal and budget) are due by 15:00 Hours local time in Jordan via email to RFP@jordanlens.org. Emailed submissions must contain the subject line: "RFP#01032018 - Proposal – Food Processing Home-based Businesses Development Host Communities".</p> <p>Proposals received after the deadline will not be considered.</p>
Anticipated Award Type:	Fixed Price Purchase Order
Expected Award:	1 March 2018
Expected Delivery:	20 August 2018

PROGRAM BACKGROUND

The USAID Jordan Local Enterprise Support Project (USAID LENS) is a five-year project to encourage the long-term economic growth and development potential of underserved Jordanian communities. The project will help empower local communities to design and implement collaborative local economic development (LED) initiatives and will support the vitality and competitiveness of micro and small enterprises (MSEs) that are often at the heart of individual, family and community livelihood within vulnerable populations.

In its inter-related activities, the project will work with public and private sector partners at the municipal, governorate and national levels to develop local environments conducive to investment and MSE growth.

I. PURPOSE STATEMENT

USAID LENS is soliciting proposals from Jordanian firms, business associations, organizations or coalitions of these entities based in Jordan, to provide a range of technical assistance and capacity building services in Irbid, Mafraq, and Ramtha, for approximately 75 identified Jordanian and Syrian food processing HBBs as participants in this activity. Service providers must have staff that are fluent in both English and Arabic, but all content development and interaction with the HBBs beneficiaries must be conducted in Arabic. Moreover, service providers must have a gender mix to accommodate for culture norms in Jordan. This technical assistance will support the HBBs to introduce food safety and quality production, new product development and management, packaging; transportation; and Information Communication Technology (ICT) solutions, and reach new markets.

The purpose of this intervention is to provide support to Jordanian and Syrian food processing home-based businesses in host communities to expand their business by upgrading their products and services to provide better offering for the local and national market. ***This overall objective of this intervention must create new revenue generating streams for HBBs to enable them to overcome their economic difficulties, create job opportunities for both Syrians and Jordanians, promote HBBs products and services, as well as foster local economic development and economic contribution of Jordanians and Syrians in the local economy.*** This will be achieved through creating linkages and filling the gaps across value chains with market opportunity in food processing, to link HBBs to restaurants, hotels, and other potential end markets through the USAID LENS Home to Business (H2B) model (details below).

Service providers must have staff that are fluent in both English and Arabic, but all content development and interaction with the HBBs beneficiaries must be conducted in Arabic. Service providers must have a gender mix to accommodate for culture norms in Jordan.

This Request for Proposal (RFP) is to support FHI 360's implementation of the USAID Jordan Local Enterprise Support Project, funded by the United States Agency for International Development (USAID), Award No. AID-278-LA-14-00001. This RFP is issued as a public notice to ensure that all interested, qualified, and eligible organizations based in Jordan have a fair opportunity to submit proposals.

The USAID LENS Project anticipates awarding a fixed price subcontract for the implementation of this activity with an estimated cost not exceeding JOD 100,000. Revealing the estimated cost ceiling does not mean Offeror should strive to meet this maximum amount. Offerors must propose costs they believe are realistic and reasonable for the work. Noting that the execution of all required activities and tasks must not exceed 6-month period.

II. ACTIVITY OVERVIEW

Home Based Businesses specialized in food processing in Jordan are underdeveloped and are mostly operating on a micro level; this informal sector activity is operated mostly by women. These businesses have a huge potential to grow, create more profits, and create more employment in the local community. Syrians stand to benefit as they have limited access to the labor market, and could instead utilize their existing skills and available resources to create a steady source of income and increase their resiliency to economic shocks.

USAID LENS has been working with Home-Based Businesses (HBBs) in food processing since 2015 and designed and implemented the Home-to-Business model (H2B) to help micro and small enterprises at home in food processing and mitigate risks of new market systems. The H2B model concept is formulated to help HBBs be formalized, acquire the know-how to adapt to new market systems, acquire relevant training and certifications, and create new jobs and new business opportunities. USAID LENS implemented this model with over 250 HBBs in 5 governorates: Irbid,

East Amman, Tafilah, Kerak, and Aqaba. The intervention has increased the HBBs' revenue and marketability by developing their skills and products, and linking them with new revenue generating streams. Based on the success of this intervention, USAID LENS is currently looking to replicate the model with a group of Jordanian and Syrian food processing HBBs living in host communities in Mafraq, Irbid, and Ramtha.

Per a report published by the UNHCR in 2015, almost 4 in 5 Syrians live outside of camps and they face dire circumstances as job opportunities are scarce and resources are drying out. They have limited opportunities of creating a sustainable source of income as they are unable to work under the same conditions as their foreign labor counterparts. In most cases, they lack the necessary permits and have limited mobility, as they most often can't leave their families. However, they bring with them a wide range of skills, such as artisanal food processing; as Syrian food production is famously known for its high quality and unique taste, that could be utilized in the local market and contribute to the economy of the country. Such efforts should ease the burden they represent on their host communities and foster integration and decrease tension by including Jordanians and Syrians in the same project.

III. SCOPE OF WORK/TASKS/ACTIVITIES

The provision of services will be comprised of various tasks for types of services listed below. The proposal must align to these service areas listed below and Offeror(s) must clearly identify those areas where services may be offered. It is important to note that the HBBs are identified by USAID LENS, in partnership with the International Rescue Committee, and the successful Offeror will be assigned to work with them directly. The scope could include both providing several of the services outlined below to one or more HBBs, or providing one specific service to several HBBs.

SPECIFIC OBJECTIVES:

To help Jordanian and Syrian Food Processing HBBs in Irbid, Mafraq and Ramtha by:
Assessing and verifying HBB needs to decide on needed capacity building activities.
Building their capacity through technical assistance to ensure their continuity and sustainability.

As a result of these efforts, the HBBs will:

Offer a better value proposition (products and services) through improved product pricing, testing and packaging.

Identify, create, and integrate potential linkages with other sectors within the value chain (restaurants, local super markets, or hyper markets, etc.).

Attract new customers of different types (Locals, Expats, Tourists, etc.) and maintain current ones.

REQUESTED TASKS:

I. HBBs Assessment

In partnership with USAID LENS, IRC and the activity's other stakeholders. The Offeror will assess individual HBBs and map out their capacity to participate in an upgrading program to increase their appeal, products and services to cater to more diverse audiences. The assessment shall tackle key factors (i.e. operational processes, food hygiene, product/service quality, technology, people, etc.) The HBBs assessment team will work with the selected HBBs to map and identify how they can become more hygienic, produce better quality food and provide better food packaging and presentation that will attract new customers. The selected HBBs must be mapped by product and skill and then assess potential new end markets that will enable these HBBs to grow.

2. HBBs Training

Based on the assessment above, the Offeror will be expected to conduct tailored training sessions for the HBBs that are expected to include a range of topics, depending upon their suitability and upgrade plans and potential of the HBB. Trainings content must be structured to be delivered in 2-3 hour/session.

Trainings may be complemented by business coaching or mentoring services. Key topics are expected to include:

2.1 Food production and creative product development.

The Offeror may – in cooperation with HBBs, USAID LENS, and other entities – conduct training on cooking skills and product design for HBBs to develop new products. For example, products that cater to an artisanal market that is willing to pay more for higher quality or more distinctive product. In addition, this will integrate quality standards in food production and maintenance, to support HBBs in obtaining required licenses once the regulatory framework is in place. This could include trainings such as new technologies and developments in the culinary arts.

2.2 Food Safety Standards

To increase HBB market opportunities and customer base, it is essential that there is confidence that HBBs products are safe for consumption. In fact, one of the key competitive advantages of HBBs products is that they are not mass produced and are fresher when they reach their customers, which limits the prospects for foodborne illnesses.

The Offeror may propose activities that increase HBBs awareness of food safety standards. This can include group training and may also address specific products, such as cheese, vinegar, pastries, etc. Such trainings may include HACCP and ISO 22000, with the end result of obtaining certifications for the HBBs.

2.3 Advanced Financial management, cost control and pricing skills

HBBs referred by IRC have gone through basic business skills and financial literacy training however they require advanced training specifically related to this sector. The applicant must provide training for HBBs on how to calculate their overhead costs, price their products, and increase their profits. This will include advanced bookkeeping skills and various other trainings to make them financially capable and resilient to fluctuations in the market. The Offeror shall also educate HBBs about access to finance options, such as informal saving and lending groups or loans from microfinance institutions (some of which are offering services to Syrians and host communities).

2.4 Utilizing ICT

Information Communication technology (ICT) is considered a powerful force for improving the competitiveness and competencies of the private sector. ICT stipulates an important role is enabling private sector development through promoting enterprises capabilities on creating jobs, raising income and productivity, diversifying the economy, and generating revenue. The applicant may map out, suggest, train, develop, or implement some ICT solutions, tools or applications that might strengthening the MSEs' ICT infrastructure and service, or enhancing ICT use in the facilities (production, service, marketing, etc.)

2.5 Advanced Marketing strategies and tools

One of the main challenges for the business owner is marketing the product or service specially that they operate from home. The offeror in expected to introduce the HBBs to marketing strategies and tools to access wider circles of markets in addition to their own neighborhood, friends and relatives. The use of advances ICT for marketing is encouraged when applicable.

2.6 Legal and Regulatory Environment

The Offeror shall train or advise HBBs on the newly reformed legal and regulatory framework for HBBs in Jordan, including implications for Syrian-owned HBBs, and the options available to them for obtaining business licenses.

The Offeror must closely coordinate with USAID LENS and IRC regarding training facilities, since IRC has venues that may be furnished to training depending on availability. However; the Offeror will be expected to make arrangements for transportation and manage other logistics associated with training sessions in accordance with USAID LENS regulations and standards. This may require that the Offeror secure bids through a competitive process for other training needs. This shall be addressed in the Offeror's proposal.

3. HBBs Products Testing

By providing HBBs with knowledge, professional consultation and food testing, the Offeror will help them improve their quality, proof the health safety and provide appropriate labeling and packaging (with nutrients facts analysis), identify a shelf-life for their products. This will enable them to be integrated with the supply chain of big supermarkets or restaurants. This activity must result in at least 75 tested products i.e. one product per HBB.

4. Provision of feasible-competitive and good-value packaging and transportation options for HBBs

To help HBBs better market and transport their goods safely to their buyer/s, the Offeror will identify an array of packaging options by assessing their feasibility. The applicant will provide technical assistance – including packaging design services – and will advise HBBs on managing packaging requirements and providing proper packaging, to upgrade their ability to manage or out-source packaging sustainably. The applicant will also be expected to identify innovative and creative transportation and delivery solutions of products to newly identified end markets (i.e. restaurants, hotels, hypermarkets, etc.).

The Offeror will be expected to provide the necessary training facilities, decide for transportation and manage other logistics associated with training sessions in accordance with USAID LENS regulations and standards. This may require that the Offeror secure bids through a competitive process for venues and other training needs. This shall be addressed in the Offeror's proposal (See Submission Requirements).

IV. DELIVERABLES

The following deliverables are subject to modifications or changes by USAID LENS upon signing the contract.

No.	Deliverables	Due date
T.1	HBBs Assessment <ul style="list-style-type: none">▪ Assessment Report (please review Requested Tasks – HBBs Assessment section) mainly mapping of end market linkages.▪ Submit training courses material to be approved.	1 April 2018
T.2	Training of the HBBs in above mentioned topics <ul style="list-style-type: none">▪ Conduct training▪ Submit training reports with participant lists	1 June 2018
T.3	HBBs' Product Testing <ul style="list-style-type: none">▪ Submit a list of at least 70 products to be tested i.e. one product per HBB.▪ Submit testing results.	1 July 2018
T.4	Provision of competitive and good-value packaging and transportation options for HBBs <ul style="list-style-type: none">▪ Submit a list of innovative and creative packaging and transportation solutions to be approved▪ Submit a work plan for upgrading HBBs to manage new approved packaging and transportation solutions	15 August 2018

SUBMISSION INSTRUCTIONS

This section contains general and specific requirements for submitting the technical and cost proposals. Please ensure the following forms are completed and submitted with your proposal:

- **Evidence of Responsibility and Independent Price Determination (Attachment A)**
- **Copy of your legal registration in Jordan**

Failure to submit these forms will result in disqualification.

- a. This RFP is open to all qualified, interested firms and organizations, local and international, that are legally registered and licensed in Jordan. The lead staff involved in this activity and those communicating with USAID LENS must be fluent in both English and Arabic. If the Offeror includes a group of firms and/or subcontractors, one lead organization or firm must be clearly identified and is responsible for handling all reporting and coordination with USAID Jordan LENS. The Offeror must also propose a Project Manager that serves as the primary Point of Contact (POC) for USAID LENS.
- b. The Offeror is requested to submit a proposal directly responsive to the tasks, terms, and conditions of this RFP. The overall proposal shall consist of two (2) physically separated parts: Technical Proposal and Cost Proposal. Technical Proposals shall not make reference to cost or pricing details.
- c. Alternative proposals will not be considered. Proposals not conforming to this solicitation may be categorized as unacceptable and eliminated from further consideration.

- d. Offerors are allowed to submit one proposal. If an Offeror participates in more than one proposal, all proposals involving the Offeror will be rejected.
- e. Proposals shall be written in English. Cost proposals shall be presented in Jordanian Dinar.
- f. Proposals must remain valid for a minimum of ninety **(90) days**. The Offeror may submit its proposal by the following means:
 - Electronically - Internet email with attachments compatible with MS WORD, Excel, and Adobe Acrobat in a MS Windows environment to: RFP@jordanLENS.org.
- g. The person signing the Offeror's proposal must have the authority to commit the Offeror to all the provisions of the Offeror's proposal.
- h. The Offeror shall submit its best proposal initially as FHI 360 intends to evaluate proposals and make an award without discussions. However, FHI 360 reserves the right to conduct discussions should FHI 360 deem it necessary.
- i. Proposals must be clearly and concisely written and must describe and define the Offeror's understanding and compliance with the requirements contained in the PURPOSE STATEMENT/DELIVERABLES/STATEMENT OF WORK. All pages must be sequentially numbered and identified with the name of the Offeror and the RFP number.

PART A: TECHNICAL PROPOSAL

The Technical Proposal shall be straightforward and concise describing how the Offeror intends to carry out and satisfy the tasks/activities described above. No cost or pricing information is to be included in the technical proposal.

Technical proposals shall be limited to 21 pages in total, and pages more than 21 pages will not be read or evaluated. Items such as graphs, charts, tables may be used as appropriate but will be considered part of the page limitation. However, dividers, organizational information, Key personnel resumes, bio-data sheets, and past performance report forms are not included in the page limitation and should be submitted as Annexes.

The technical proposal shall be formatted using the following sections:

I. Organizational Information (not part of page limit):

- Organization's legal name
- Contact name
- Contact person's position
- Email address
- Telephone number
- Evidence of Responsibility and Independent Price Certification Form (includes confirmation that firm is a USAID-designated Geo Code 937 country)
- Copy of legal registration to do business in Jordan

2. Technical Approach – A narrative not to exceed thirteen (13) pages.

The Offeror shall demonstrate its understanding, ability and overall approach to performing the requirements described in the Scope of Work, including its approach to all four tasks envisioned in the activity implementation and producing the key deliverables. The Offeror shall clearly explain how they propose to undertake and complete the above mentioned deliverables.

The Technical Approach must include a Gantt chart of the deliverables required and the level of intervention. In addition, the Offeror may identify challenges to execution so the offeror needs to identify risks, create mitigation strategies, and detail anticipated behavioral change in HBBs owners and employees. USAID LENS anticipates this work to be completed within 6 months of signing the award.

3. Capability Statement - narrative not to exceed two (2) pages.

The Offeror shall demonstrate its specialized competence with regards to the requirements of this Scope of Work. The Offeror shall demonstrate it has the necessary organizational systems, vendors, technical, and marketing capabilities to successfully implement the tasks in this Scope of Work and meet the expected results. This shall not reference past performance examples or identify specific personnel, but rather provide an overview of the firm's experience in similar work. This can include, for example, developing of similar training programs and unique qualifications of the firm in food quality and safety standards, creative menu design, and HBBs marketing and upgrading. This can also address subcontractors and vendors available to support logistics of training and equipment design.

4. Past Performance – Narrative not to exceed three (3) pages.

The Offeror shall provide at least three (3) examples of past performance of organizing similar production in Jordan or the region as being requested in this RFP. The past performance examples must be within the last five (5) years and shall be similar to what is being requested in this RFP. The Offeror must provide references for each example, including the name, title, phone number and email address of specific clients for whom the event belongs to – using **(Attachment E)- PPR template**

5. Personnel/Staffing – A narrative not to exceed three (3) pages.

Offeror shall identify, in summary format of 2-3 sentences each, the names and anticipated positions and role of the team leaders and key staff proposed to perform the requirements of this scope of work. The narrative in this section shall address for the key team members their qualifications, experience, technical certifications or expertise, examples of similar work in the past, and their role in this specific project. A Project Manager must be identified that will serve as the primary Point of Contact with USAID LENS and will manage logistics, staffing, invoicing and other administrative functions to ensure the activity is well managed.

The Offeror can also include the CVs of key staff members involved in the Project, including the Project Manager and up to 3 Team Leaders in an Annex that is not considered part of the Technical Proposal and does not fall within the page limitations. Each CV shall not exceed three (3) pages. Note: proposed salaries for staff shall be supported by the salary history certified in the biodata forms Attachment B. FHI 360 reserves the right to verify salary history and rates.

PART B: COST PROPOSAL

The Offeror shall propose costs it believes are **realistic** and **reasonable** for the work in accordance with the Offeror's technical approach. The Offeror shall provide a complete budget based on cost elements described below using **Attachment D - Budget Template**.

Provide in the Budget Narrative section (**Attachment F – Budget Narrative Template**), a concise description and justification for each line item cost. Be sure to include data and/or methodologies to support cost estimates.

The budget narrative shall be presented in such a way as to be easily referenced from the budget and shall provide sufficient information so that FHI 360 may review the proposed budget for reasonableness.

All projected costs must be in accordance with the organization's standard practices and policies. Offers including budget information determined to be unreasonable, incomplete, unnecessary for the completion of the proposed project or based on a methodology that is not adequately supported, may be deemed unacceptable.

Guidelines:

1. Cost proposals from Jordanian Offerors shall be presented in Jordan Dinar or US Dollar. International Offerors shall present cost proposals in US Dollar.
2. Offeror must exclude any applicable taxes such as VAT, as USAID LENS is tax exempt
3. For employee salaries – List employee name (when identified), functional position and duration of assignment (in terms of person days), and daily rate. The daily rate is derived by dividing base annual salary exclusive of fringe benefits, incentives, bonuses, overtime, allowances and differentials by 260 days.
4. Offeror must include a signed biodata form (Attachment B) for any proposed staff named in the budget.
5. Travel and Transportation – Provide an explanation of the methodology for estimating the costs for in country travel, including number of trips, origin and destination of trips, and costs for drivers, taxis or other modes of transport
6. Per Diem – Offerors shall budget per diem associated with travel and transportation in accordance with the U.S. Department of State Standardized Regulations for per diem, which may be accessed electronically at the following internet address:
http://aoprals.state.gov/web920/per_diem.asp
Other Direct Costs – Itemize and provide complete details of other direct costs, including unit prices that may be incurred.

EVALUATION CRITERIA

Bids will be evaluated using the **Trade-Off** methodology with the award being made to the Offeror that provides the most responsive and therefore, the best-value, per the Evaluation Criteria (see below).

Technical Evaluation will represent 80 points of the total available, with the remaining 20 points based on Cost Evaluation, which will include the actual cost, cost reasonableness, and sufficient explanation of budget items and notes.

Bids must first meet the mandatory requirements before their technical and cost proposals will be reviewed. Those bids not meeting the mandatory requirements will be automatically rejected.

The mandatory requirements are:

#	MANDATORY REQUIREMENTS	MEETS REQUIREMENT
1.	Legally registered to do business in Jordan – Offer shall provide a copy of its registration document with the technical proposal.	YES/NO
2.	Nationality of Offeror meets USAID Geographic Code 937 requirement – Offeror shall be registered in the US, Jordan or a USAID-designated 937 developing country	YES/NO
3.	Evidence of Responsibility and Independent Price Determination Form Completed – Offeror shall complete and submit the Evidence of Responsibility and Independent Price Determination Form with the technical proposal.	YES/NO
4.	The technical proposal is within the page limitation established	YES/NO

Bids satisfying the mandatory requirements will then be evaluated for technical strengths and cost. Only those bids that score above 65 points in the technical evaluation will be considered for cost.

Technical Evaluation will represent 80 points of the total available, including (1) the Technical Approach (40 points); Past Performance (25 points); and Personnel who will be leading the work (15 points). Only Technical Proposals that obtain scores above 65 of the 80 points possible for Technical Evaluation will be considered for cost evaluation. The Cost Evaluation will be 20 points.

EVALUATION CRITERIA

The following is a breakdown of the evaluation criteria and evaluation sub-criteria as set by FHI 360 for the purposes of the Program.

Section	Description	Maximum Points
Technical Approach	The technical and practical approach, implementation plan and methodology for how the Scope of Work will be conducted. <ul style="list-style-type: none"> ▪ Relevance to the objective of this RFP (10points) ▪ Ability of applicant to demonstrate experience in creating creative, innovative, and value-added proposal (10points) ▪ Gender and cultural sensitive approach (10points) ▪ Ability to create linkages between outcomes to have sustainable results (10points) 	40
Past Performance/Past Relevant Experience	Does the organization have a good track record and necessary experience to conduct work similar in complexity, scope, depth and magnitude? Does the organization have the required qualifications and accreditation to implement safely and with recognition the work required?	25
Key Staff Qualifications	Description of the Offeror's staff assigned to the project. The proposal shall describe the role the team members have and what their role and function will be within the team and throughout the implementation. The experience of staff members on similar projects shall be articulated.	15
Cost	The Offeror shall provide details and clarity of the actual costs proposed and use the attached Budget <ul style="list-style-type: none"> ▪ Template to identify all costs, with budget notes to explain the justification for these costs. (5 points) 	20

	<ul style="list-style-type: none"> ▪ The total costs provided will be compared to other Offerors that considered for Cost Evaluation. (5 points) ▪ Cost Realism will be considered whether the proposed costs and human and other resources are sufficient to produce the quality of analysis required for this task. (10 points) 	
The minimum score required to pass is 65		
Total Points		100

COMPETITIVE RANGE

If FHI 360 determines that discussions are necessary, FHI 360 may establish a Competitive Range composed of only the most highly rated proposals. FHI 360 may exclude an offer from the competitive range if it is so deficient as to essentially require a new technical proposal. FHI 360 may exclude an offer from the competitive range if it so unreasonably priced, in relation to more competitive offers, as to appear that there will be little or no chance of becoming competitive. FHI 360 may exclude an offer that would require extensive discussions, a complete re-write, or major revisions such as to allow an Offeror unfair advantage over those more competitive offers.

FHI 360 reserves the right to award one or more contracts under this RFP on the basis of initial offers without discussions or without establishing a competitive range.

GENERAL TERMS AND CONDITIONS

1. Any proposal received in response to this solicitation will be reviewed strictly as submitted and in accordance with Section VIII, Evaluation Criteria.

2. **EXECUTIVE ORDER 13224 ON TERRORIST FINANCING**
 Offerors are informed that FHI 360 complies with U.S. Sanctions and Embargo Laws and Regulations including Executive Order 13224 on Terrorist Financing, which effectively prohibit transactions with persons or entities that commit, threaten to commit or support terrorism. Any person or entity that participates in this bidding process, either as a prime or sub to the prime, must certify as part of the bid that he or it is not on the U.S. Department of Treasury Office of Foreign Assets Control (OFAC) Specially Designated Nationals (SDN) List and is eligible to participate. FHI 360 shall disqualify any bid received from a person or entity that is found to be on the List or otherwise ineligible. Firms or individuals that are included on the Excluded Parties List System (www.epls.gov) shall not be eligible for financing and shall not be used to provide any commodities or services contemplated by this RFP.

3. **TERMS AND CONDITIONS**
 Offerors are responsible for review of the terms and conditions described.

4. **CONTRACT MECHANISM**
 FHI 360 anticipates awarding a cost reimbursable contract to the Offeror whose proposal will be evaluated based on the evaluation criteria described previously.

5. **WITHDRAWALS OF PROPOSALS**
 Offerors may withdraw proposals by written notice via email received at any time before award. Proposals may be withdrawn in person by an Offeror or his/her authorized representative if the representative's identity is made known and if the representative signs a receipt for the proposal before award.

6. RIGHT TO SELECT/REJECT

FHI 360 reserves the right to select and negotiate with those firms it determines, in its sole discretion, to be qualified for competitive proposals and to terminate negotiations without incurring any liability. FHI 360 also reserves the right to reject any or all proposals received without explanation.

7. DUE DILIGENCE PROCESS

Any selected firm will be required to complete a Financial Pre-Award Assessment in order for FHI 360 to ascertain that the organization has the capacity to perform successfully under the terms and conditions of the proposed award. As part of the Pre-Award Assessment process, the firm will also be requested to submit a financial audit report from the previous fiscal year. In addition, payroll records and other financial information may be requested to support budgeted costs.

8. CLIENT PRIOR APPROVAL

The selected offeror will be subject to funding agency approval before a subcontract can be awarded. Therefore, organizations are reminded that there may be delays for this process to be completed. In addition, should such approval not be given, this award cannot be awarded.

9. DISCLAIMER

This RFP represents only a definition of requirements. It is merely an invitation for submission of proposals and does not legally obligate FHI 360 to accept any of the submitted proposals in whole or in part, nor is FHI 360 obligated to select the lowest priced proposal. FHI 360 reserves the right to negotiate with any or all firms, but with respect to price, costs and/or scope of services. FHI 360 has no contractual obligations with any firms based upon issuance of this RFP. It is not an offer to contract. Only the execution of a written contract shall obligate FHI 360 in accordance with the terms and conditions contained in such contract.

10. REQUEST FOR PROPOSAL FIRM GUARANTEE

All information submitted in connection with this RFP will be valid for 90 (ninety) days from the RFP due date. This includes, but is not limited to, cost, pricing, terms and conditions, service levels, and all other information. If your firm is awarded the contract, all information in the RFP and negotiation process is contractually binding.

11. OFFER VERIFICATION

FHI 360 may contact Offerors to confirm contact person, address, bid amount and that the bid was submitted for this solicitation.

12. FALSE STATEMENTS IN OFFER

Offerors must provide full, accurate and complete information as required by this solicitation and its attachments.

13. CONFLICT OF INTEREST

Offerors must provide disclosure of any past, present or future relationships with any parties associated with the issuance, review or management of this solicitation and anticipated award in or outside of Jordan. Failure to provide full and open disclosure may result in FHI 360 having to reevaluate selection of a potential Offeror.

14. RESERVED RIGHTS

All RFP responses become the property of FHI 360, and FHI 360 reserves the right in its sole discretion to:

- To disqualify any offer based on offeror failure to follow solicitation instructions.
- FHI 360 reserves the right to waive any deviations by Offerors from the requirements of this solicitation that in FHI 360's opinion is considered not to be material defects requiring rejection or disqualification, or where such a waiver will promote increased competition.
- Extend the time for submission of all RFP responses after notification to all Offerors.

- Terminate or modify the RFP process at any time and reissue the RFP to whomever FHI 360 deems appropriate.
- FHI 360 reserves the right to issue an award based on the initial evaluation of offerors without discussion.
- FHI 360 reserves the right to award only part of the activities in the solicitation or issue multiple awards based on solicitation activities.
- FHI 360 will not compensate offerors for preparation of their response to this RFP.
- Issuing this RFP is not a guarantee that FHI 360 will award a contract.
- FHI 360 may choose to award a contract to more than one offeror for specific parts of the activities in the RFP

ATTACHMENTS

Attachment A – Evidence of Responsibility and Independent Price Determination Form

Attachment B – Biodata Form

Attachment C – Past Performance Reference Form

Attachment D – Budget Template

Attachment E – Budget Narrative Template

[END OF RFP]