



## Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	Development of Accessibility Guide for Government Primary Schools in Bangladesh under USAID Shobai Miley Shikhi (Everyone Learns Together) Activity (SMSA)
Type of Procurement:	Consultant Services
Type of Contract:	<i>Fixed amount plus reimbursable travel expenses</i>
Term of Contract:	March 25 to July 25, 2024
Contract Funding:	<i>United States Agency for International Development</i>
This Procurement supports:	USAID Shobai Miley Shikhi Activity (Everyone Learns Together)
Submit Proposal to:	<a href="mailto:sgomes@rti.org">sgomes@rti.org</a> , Copy to: <a href="mailto:hrahman@rti.org">hrahman@rti.org</a>
Date of Issue of RFP:	March 07, 2024
Date Questions from Supplier Due:	March 11, 2024
Date Proposal Due:	March 18, 2024
Approximate Date Purchase Order Issued to Successful Bidder(s):	March 25, 2024

### Method of Submittal:

Interested candidates should submit email to [sgomes@rti.org](mailto:sgomes@rti.org) with copy to [hrahman@rti.org](mailto:hrahman@rti.org) with following attachments:

- Cover letter
- CV and information on relevant past experiences
- A brief proposal outlining their approach to developing the Accessibility Guidelines
- Implementation plan
- Proposed total Fee to deliver the SOW exclude travel cost. The travel cost will be reimbursed by SMSA.

Respond via e-mail with attached document in pdf format.

The Bidder/Seller agrees to hold the prices in its offer firm for **60 days** from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP/RFQ.

Solicitation Number:	SMSA RFP-2024-001
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### Attachments to RFP:

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3040 Cornwallis Road ■ PO Box 12194 ■ Research Triangle Park, NC 27709-2194 ■ USA  
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1. Attachment “A” – Commodity Specifications
2. Attachment “B” – Instructions to Bidders/Sellers
3. All PO Terms and Conditions are listed on our website at: <https://www.rti.org/sites/default/files/rti-purchase-order-terms-and-conditions-v1.16.pdf>, [http://www.rti.org/files/PO\\_FAR\\_Clauses.pdf](http://www.rti.org/files/PO_FAR_Clauses.pdf) or for commercial items: [http://www.rti.org/files/PO\\_FAR\\_Clauses\\_Commercial\\_Items.pdf](http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf) (hereinafter the “Terms”). Supplier’s delivery of products, performance of services, or issuance of invoices in connection with this purchase order establishes Supplier’s agreement to the Terms. The Terms may only be modified in writing signed by both parties.

All bidders/sellers are responsible to carefully review each attachment and follow any instructions that may be relevant to this procurement.

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## Attachment A

### Commodity Specifications or Statement of Work

#### Statement of Work

Indicate a description of the activity/service that is expected from the supplier. Provide product specifications or service expectations (both if applicable). Include deliverables, timelines, and any special terms and conditions.

##### Description of Activity/Service:

###### Background:

RTI's International Education Division supports education development around the world by strengthening education policy, management, and practice in order to achieve measurable improvement in teaching and learning. From our well-established reputation in education system strengthening, to innovative work in early grade assessment and learning, RTI is improving education quality, relevance, and efficiency through implementation of projects funded by USAID, Bill and Melinda Gates Foundation, LEGO Foundation, Asian Development Bank, and other donors.

RTI International has project experience in Bangladesh for 25+ years, providing technical assistance, institutional strengthening, program support, and research. We design and implement programs across a wide range of sectors to help low- and middle- income countries and communities address complex problems and improve the lives of their citizens. Working with local partners and stakeholders, our solutions promote sustainability, self-reliance and success at scale.

###### Project Summary:

The United States Agency for International Development (USAID) Shobai Miley Shikhi Activity is a 5-year program aims to increase learning opportunities for children with disabilities in government primary schools across Bangladesh. The Activity closely collaborates with the Government of Bangladesh (GOB) to strengthen existing education reforms to enhance inclusive school environments and instruction; increase parents', caregivers', and the wider communities' ability to support inclusive education; and expand the government's capacity to plan, deliver, and manage high-quality inclusive education. The Activity will develop user-friendly teacher support materials and methods that can be scaled and adapted nationwide and will carefully test these new approaches in some of the most hard-to-reach districts of the country.

###### Goal and Objectives:

The objective of the activity is to improve learning opportunities for children with disabilities in government primary schools in Bangladesh. To achieve this objective, the United States Agency for International Development's (USAID) Shobai Miley Shikhi Activity will collaborate closely with the Government of Bangladesh (GOB), strengthen existing education reforms while introducing innovations to enhance inclusive school

environments and instruction, increase parents', caregivers', and communities' ability to support inclusive education (IE), and strengthen GOB's capacity to plan, deliver, and manage quality IE.

**Specific Objectives of the assignment:**

This consultancy is an integral component of the Project, aimed at improving inclusive education in Bangladesh's government primary schools. The consultant will play a key role in developing guidelines to address accessibility and inclusion challenges for children with disabilities.

1. Develop/ compile comprehensive Accessibility Guidelines tailored for Bangladesh's primary education context, addressing physical, instructional, and social access aligned to the Accessibility checklist used by the Project for its intervention schools.
2. Align the guidelines with the national and international best practices and the specific needs of children with disabilities in Bangladesh.
3. Ensure that guidelines are feasible for implementation in Bangladesh's government primary schools.

**Statement of Work:**

- Needs Assessment: Conduct comprehensive research to identify existing barriers in the education system that impede inclusivity. Use the project's RSGA report to strengthen this research.
- Development of Guidelines: Develop an initial draft of Accessibility Guidelines focusing on inclusivity in various aspects such as infrastructure, curriculum, and where possible user-friendly technology.
- Stakeholder Collaboration: Engage with key stakeholders for inputs, including educators, parents, disability advocates, and government officials.
- Finalization of Guidelines: Refine and finalize the guidelines based on stakeholder feedback and best.
- Implementation Plan: Propose a detailed plan for the dissemination/ implementation of these guidelines.

**Product or Service Expectations (both if applicable):**

1. Conduct a review of existing accessibility standards and guidelines, both international and local. A preliminary list of existing resources is provided in Annex A.
2. Engage with key stakeholders including DPE, school management committees (SMCs), teachers, and disability advocacy groups to gather insights and requirements.
3. Develop draft Accessibility Guidelines focusing on inclusive school environments, teaching materials, social acceptance, and any supportive affordable digital platforms necessary.
4. Pilot test the draft guidelines in selected schools and incorporate feedback.
5. Finalize the draft Accessibility Guidelines

Deliverables, Timelines, Special Terms and Conditions:

**Deliverables:**

The following deliverables will be required:

List of deliverables	Estimated Level of Effort	Estimated Deliverable Timeline	% payment
1. Submission/ present literature review report: Conduct a comprehensive literature review of existing accessibility standards and guidelines, both international and local. A preliminary list of existing resources is provided in Annex A.	3 working days	5 working days after the contract signing	10%
2. A comprehensive draft Accessibility Guide in Bangla based on literature review. Include appropriate images or description of images in the Guide.	15 working days	25 working days after the contract signing	30%
3. Proposed implementation plan for the guidelines.	2 working days	45 working days after the contract signing	10%
4. Field test draft Accessibility Guide and submit a report on pilot testing and feedback.	3 working days	55 working days after the contract signing	10%
5. A comprehensive FINAL Accessibility Guide in Bangla based on a thorough review of existing accessibility standards and guidelines both local and international. Include appropriate images in the Guide.	10 working days	65 working days after the contract signing	40%
Meetings and communication	7 working days	On-going	-
<b>Total Level of Effort</b>	<b>40 working days</b>		

**Timeline:** The consultancy is planned for a 4-month period, from March 25 to July 25, 2024

**Level of Effort:** Approximate: 40 Working Days.

**Travel:** It is anticipated that the consultant will need to travel to the SMSA working area based on the requirement of the assignment. The actual cost will be reimbursed based on claim and availability of the supporting documents in line with the RTI international’s travel policy.

**Required Qualifications/Experience:**

The consultant should have relevant qualifications as follows.

1. Advanced degree in Education, Disability Studies, or related field.
2. Proven experience in developing accessibility guidelines or similar documents.
3. Strong understanding of the educational context in Bangladesh, especially in relation to inclusive education.

- 4. Excellent stakeholder engagement and communication skills.
- 5. Fluency in English and Bengali.

**Reporting:** The Consultant will report directly to the Chief of Party and work closely with the DCOP, Technical and the MERLA teams and relevant stakeholders from the DPE. Strict schedule is expected to be followed.

**Terms & Conditions:** The consultant will sign a contract outlining terms of service, including confidentiality and data protection.

### Pricing

Item #	Quantity to be Purchased	Description of Preferred Commodity or Services Specifications	Unit of Measure	Unit Fixed Price (Each)	Total Fixed Price (Each)	Lead Time Availability (Number of Days)
1						
2						
3						
<b>Total Value</b>						

By signing this attachment, the bidder confirms he has a complete understanding of the specifications and fully intends to deliver items that comply with the above listed specifications.

Signature:

Title:

Date:


## Attachment “B” Instructions to Bidders/Sellers

1. **Procurement Narrative Description:** The Buyer (RTI) intends to purchase commodities and/or services identified in Attachment A. The Buyer intends to purchase the quantities (for commodities) and/or services (based on deliverables identified in a Statement of Work). The term of the Ordering Agreement shall be from Award Date to the Delivery date of the Offeror unless extended by mutual agreement of the parties. The Buyer intends to award to a single “approved” supplier based on conformance to the listed specifications, the ability to service this contract, and selling price. We reserve the right to award to more than one bidder. If an Ordering Agreement is established as a result of this RFQ/RFP, supplier understands that quantities indicated in the specifications (Attachment A) are an estimate only and RTI does not guarantee the purchase quantity of any item listed.
2. **Procuring Activity:** This procurement will be made by **Research Triangle Institute (RTI International)**, located at

House: 45 (Level-4 & 5), Road: 07, Block-F, Banani, Dhaka, 1213, Bangladesh.

who has a purchase requirement in support of a project funded by

United States Agency for International Development

RTI shall award the initial quantities and/or services and any option quantities (if exercised by RTI) to Seller by a properly executed Purchase Order as set forth within the terms of this properly executed agreement.

3. **Proposal Requirements.** All Sellers will submit a quote/proposal which contains offers for all items and options included in this RFQ/RFP. All information presented in the Sellers quote/proposal will be considered during RTI’s evaluation. Failure to submit the information required in this RFQ/RFP may result in Seller’s offer being deemed non-responsive. Sellers are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach RTI’s office designated in the RFQ/RFP by the time and date specified in the RFQ/RFP. Any offer, modification, revision, or withdrawal of an offer received at the RTI office designated in the RFQ/RFP after the exact time specified for receipt of offers is “late” and may not be considered at the discretion of the RTI Procurement Officer. The Seller’s proposal shall include the following:
  - (a) The solicitation number:
  - (b) The date and time submitted:
  - (c) The name, address, and telephone number of the seller (bidder) and authorized signature of same:
  - (d) Validity period of Quote:
  - (e) A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary.

- (f) If RTI informs Seller that the Commodity is intended for export and the Commodity is not classified for export under Export Classification Control Number (ECCN) “EAR99” of the U.S. Department of Commerce Export Administration Regulations (EAR), then Seller must provide RTI the correct ECCN and the name of Seller’s representative responsible for Trade Compliance who can confirm the export classification.
  - (g) Lead Time Availability of the Commodity/Service.
  - (h) Terms of warranty describing what and how the warranties will be serviced.
  - (i) Special pricing instructions: Price and any discount terms or special requirements or terms (special note: pricing must include guaranteed firm fixed prices for items requested.
  - (j) Payment address or instructions (if different from mailing address)
  - (k) Acknowledgment of solicitation amendments (if any)
  - (l) Past performance information, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including points of contact with telephone numbers, and other relevant information)
  - (m) **Special Note:** *The Seller, by his response to this RFQ/RFP and accompanying signatures, confirms that the terms and conditions associated with this RFQ/RFP document have been agreed to and all of its attachments have been carefully read and understood and all related questions answered.*
4. **Forms:** Sellers (potential bidders or suppliers) must record their pricing utilizing the format found on Attachment “A”. Sellers must sign the single hardcopy submitted and send to address listed on the cover page of this RFQ/RFP.
5. **Questions Concerning the Procurement.** All questions in regard to this RFQ/RFP to be directed to
- Swapam Gomes, Procurement and Sub-awards Manager
- at this email address:
- [sgomes@rti.org](mailto:sgomes@rti.org)
- The cut-off date for questions is *(insert date)*.
- March 11, 2024
6. **Notifications and Deliveries:** Time is of the essence for this procurement. Seller shall deliver the items or services no later than the dates set forth in the contract that will be agreed by both parties as a result of this RFQ/RFP. The Seller shall immediately contact the Buyer’s Procurement Officer if the specifications, availability, or the delivery schedule(s) changes. Exceptional delays will result in financial penalties being imposed of Seller.

7. **Documentation:** The following documents will be required for payment for each item:
  - (a) A detailed invoice listing Purchase Order Number, Bank information with wiring instructions (when applicable)
  - (b) Packing List
  - (c) All relevant product/service documentation (manuals, warranty doc, certificate of analysis, etc.)
8. **Payment Terms:** Refer to RTI purchase order terms and conditions found in <https://www.rti.org/sites/default/files/rti-purchase-order-terms-and-conditions-v1.16.pdf> , [http://www.rti.org/files/PO\\_FAR\\_Clauses.pdf](http://www.rti.org/files/PO_FAR_Clauses.pdf), or [http://www.rti.org/files/PO\\_FAR\\_Clauses\\_Commercial\\_Items.pdf](http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf). Payment can be made via wire transfer or other acceptable form. Sellers may propose alternative payment terms and they will be considered in the evaluation process.
9. **Alternative Proposals:** Sellers are permitted to offer “alternatives” should they not be able to meet the listed requirements. Any alternative proposals shall still satisfy the minimum requirements set forth in Attachment A Specifications.
10. **Inspection Process:** Each item shall be inspected prior to final acceptance of the item. All significant discrepancies, shortages, and/or faults must be satisfactorily corrected and satisfactorily documented prior to delivery and release of payment.
11. **Evaluation and Award Process:** The RTI Procurement Officer will award an agreement contract resulting from this solicitation to the responsible Seller (bidder) whose offer conforms to the RFQ/RFP will be most advantageous to RTI, price and other factors considered. The award will be made to the Seller representing the **best value** to the project and to RTI. For the purpose of this RFQ/RFP, price, delivery, technical and past performance are of equal importance for the purposes of evaluating and selecting the “best value” awardee. RTI intends to evaluate offers and award an Agreement without discussions with Sellers. Therefore, the Seller’s initial offer should contain the Seller’s best terms from a price and technical standpoint. However, RTI reserves the right to conduct discussions if later determined by the RTI Procurement Officer to be necessary.

The evaluation factors will be comprised of the following criteria:

- (a) **PRICE (30 points).** Lowest evaluated ceiling price (inclusive of option quantities).
- (b) **DELIVERY (15 Points).** Seller provides the most advantageous implementation plan schedule.
- (c) **TECHNICAL (40 Points).** Items/Services shall satisfy or exceed the specifications described in RFQ/RFP Attachment A.
- (d) **PAST PERFORMANCE (15 Points) -** Seller can demonstrate his/her capability and resources to provide the items/services requested in this solicitation in a timely and responsive manner.
- (e) **OTHER EVALUATION CRITERIA.**

N/A
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12. **Award Notice.** A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful supplier within the time acceptance specified in the offer, shall result in a binding contract without further action by either party.

13. **Validity of Offer.** This RFP in no way obligates RTI to make an award, nor does it commit RTI to pay any costs incurred by the Seller in the preparation and submission of a proposal or amendments to a proposal. Your proposal shall be considered valid for 60 days after submission.
14. **Representations and Certifications.** Winning suppliers under a US Federal Contract are required to complete and sign as part of your offer RTI Representations and Certifications for values over \$10,000.
15. **Certifications.**  
**Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions -** Certification and Disclosure Regarding Payments to Influence Certain Federal Transaction as referenced in FAR 52.203-11 is hereby incorporated into this Request for Proposal as a condition of acceptance.  
**Limitation on Payments to Influence Certain Federal Transactions-** Limitation on Payments to Influence Certain Federal Transactions as referenced in FAR 52.203-12 is hereby incorporated into this Request for Proposal as a condition of acceptance.
16. **Anti- Kick Back Act of 1986.** Anti-Kickback Act of 1986 as referenced in FAR 52.203-7 is hereby incorporated into this Request for Proposal as a condition of acceptance. If you have reasonable grounds to believe that a violation, as described in Paragraph (b) of FAR 52.203-7 may have occurred, you should report this suspected violation to the RTI’s Ethics Hotline at 1-877-212-7220 or by sending an e-mail to [ethics@rti.org](mailto:ethics@rti.org). You may report a suspected violation anonymously.
17. **The John S. McCain National Defense Authorization Act for fiscal year 2019 - section 889.** RTI cannot use any equipment or services from specific companies, or their subsidiaries and affiliates, including Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, and Dahua Technology Company (“Covered Technology”). In response to this request for proposal, please do not provide a quote which includes any Covered Technology. Any quote which includes Covered Technology will be deemed non-responsive. Additionally, if the United States Government is the source of funds for this RFP, the resulting Supplier shall not provide any equipment, system, or service that uses Covered Technology as a substantial or essential component.

**Acceptance:**

Seller agrees, as evidenced by signature below, that the seller’s completed and signed solicitation, seller’s proposal including all required submissions and the negotiated terms contained herein, constitute the entire agreement for the services described herein.

By: *(Seller Company Name)*

Signature: \_\_\_\_\_

Title:

Date: