



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

Commodity/Service Required:	Translation Services
Type of Procurement:	One-off Purchase Agreement
Type of Contract:	Purchase order or Consultant Agreement
Term of Contract:	July 1- July 31, 2024
Contract Funding:	USAID
This Procurement supports:	Nutrition Monitoring, Evaluation, Research, and Learning in the Health Sector (NuMERAL) Activity
Submit Proposal to:	numeral_procurement@rti.org
Date of Issue of RFP:	June 10, 2024
Date Questions from Supplier Due:	June 13, 2024
Date Proposal Due:	June 18, 2024
Approximate Date Purchase Order Issued to Successful Bidder(s):	July 1, 2024

<b>Method of Submittal:</b>	
Email to numeral_procurement@rti.org	
Respond via e-mail with attached document in MS Word / pdf format. The Bidder/Seller agrees to hold the prices in its offer firm for <b>30 days</b> from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP/RFQ.	
Solicitation Number:	RFP-NuMERAL-24-003

### Attachments to RFP:

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

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Telephone 919.541.6000 ■ Fax 919.541.5985 ■ [www.rti.org](http://www.rti.org)

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

# Statement of Work

### Description of Activity/Service:

**Reports to:** Lindsey Fincham, NuMERAL Knowledge Management & Communications Specialist

**Background:** Achieving optimal health, nutrition, and early childhood development (ECD) outcomes at scale through health systems mandates new ways of working and learning. It requires bringing together a diverse group of health sector leaders, program implementers, and researchers to collaboratively generate and use evidence to guide holistic policies and programs.

To this end, the U.S. Agency for International Development (USAID)-funded Enhancing Nutrition Monitoring, Evaluation, Research, and Learning in the Health Sector (NuMERAL) Activity (subsequently “the project”) (2023–2028) supports local research, monitoring, and evaluation, and its translation to inform country-level and cross-national learning, collaboration, and action across three focus areas. These focus areas are: (1) mainstreaming nutrition in reproductive, maternal, newborn, child, and adolescent health (RMNCAH) policies and services; (2) integrating responsive caregiving and opportunities for early learning into nutrition policies and programs; and (3) improving assessment and prevention of micronutrient deficiencies and anemia. The project activities are underpinned by the following four strategic approaches: (1) supporting local partners’ leadership and strategic partnerships; (2) strengthening and building the evidence base for implementation; (3) translating evidence for learning, cross-country sharing, and utilization; and (4) optimizing monitoring, evaluation, and information systems in nutrition.

The RTI International-led NuMERAL Consortium supports country-level, context-specific, locally led generation and use of knowledge in the three focus areas by identifying and understanding critical gaps in nutrition research. This method ensures the successful translation and integration of the acquired learning using the following approaches:

- **Understanding critical nutrition research gaps**, including impact and performance of interventions
- **Engaging local partners to conduct research, monitoring, and evaluation activities** and provide capacity strengthening support based on participatory capacity assessments
- **Mobilizing stakeholders in-country to collaborate with partners** at all stages of research, monitoring, and evaluation activities
- **Transforming evidence through Action Plans** co-created with each partner in consultation with local stakeholders
- **Disseminating learning through traditional and innovative methods** to increase evidence uptake to strengthen health, nutrition, responsive care, and early learning policy and services
  - **Strengthening global and country data ecosystems** to inform the quality, equity, and coverage of nutrition and ECD services.

NuMERAL activities will strengthen local capacity in monitoring, evaluation, research, research utilization, and learning and result in increased collaborative generation and use of evidence to improve nutrition and ECD.

**Activity Description:** The purpose of this SOW is to identify a vendor that can translate texts, scripts, and closed captioning from a self-paced course and other NuMERAL communication videos from English to Portuguese, French, and Spanish

#### Objectives:

- Translation of texts, scripts, and closed captioning from English to Portuguese, French, and Spanish
- Ensure accurate Translation of course content while maintaining context and technical accuracy
- Provide culturally appropriate translations for target audiences (West and East Africa, Caribbean, South Asia).
- Adhere to project timelines and quality standards.

#### Project Management Requirements

The project management approach must meet the following requirements:

- Clear process and single point of contact for communications with RTI; if a collaborative project management tool is to be used, identify and define whether/how RTI will access the tool
- Definition of roles and responsibilities for RTI and the selected partner and steps for coordination with the project manager for feedback and revisions.
- Clearly defined timeline and turnaround for translation when requested, and clear timeline for any review needed from RTI
- Review and proofreading of translated content to ensure accuracy and consistency.
- Cultural adaptation of content to resonate with the target audience (West and East Africa, Caribbean, South Asia).
- Regular reporting schedule and process

The company or individual selected for this work will work in close collaboration with the NuMERAL technical team on the translations. Delivery of final products is needed by **July 5th, 2024**.

**Proposal Content:** At a minimum, proposals should include the following:

- Narrative – explain your approach to translation, staff members experience and proficiency in the target language (French, Spanish, and Portuguese) and what sets you/your organization apart?
- Detailed line-item costs (per word count or else)
- Details of translation process, timeline for translation when requested and review opportunities for RTI.
- Samples of previous work (translation for work in similar domains is preferable).
- Three client references.



**Evaluation Criteria:**

- 20% References/Past Performance
- 20% Quality of sample translations
- 20% Experience and expertise of the translation team and Approach.
- 10% Translation turnaround
- 30% Price

**Deliverables, Timelines, Special Terms and Conditions:**

**Anticipated Timeline:**

- June 20: Vendor selected
- July 24: Zoom calls with RTI team to discuss translation approach and logistics
- June 25-26: Source documents provided
- July 1-3: Translations completed / review and additional changes
- July 5: Final deliverables complete

**Required final deliverables:**

- Translated scripts and texts for NuMERAL videos in French, Spanish, and Portuguese.
- Translated texts, scripts, closed captioning for self-paced course materials in French, Spanish, and Portuguese.

**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

701 13th St NW Ste 750, Washington, DC 20005

*(insert full address of the office)*

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

USAID

*(insert client’s name)*

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 regards to this RFQ/RFP to be directed to
- Sofia Hilali
- (insert name of procurement officer)
- at this email address:
- numeral\_procurement@rti.org
- (insert email address of the procurement officer).
- The cut-off date for questions is (insert date).
- June 13, 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.** Lowest evaluated ceiling price (inclusive of option quantities) .
- (b) **DELIVERY.** Seller provides the most advantageous delivery schedule.
- (c) **TECHNICAL.** Items/Services shall satisfy or exceed the specifications described in RFQ/RFP Attachment A.
- (d) **PAST PERFORMANCE** - 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.**

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 30 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.



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By: *(Seller Company Name)*

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

Title:

Date: