



Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	Online Assessment Platform (SaaS)
Type of Procurement:	Services
Type of Contract:	Fixed Price Purchase Order
Term of Contract:	12 months
Contract Funding:	USAID - 72011420CA00001
This Procurement supports:	BEP
Submit Proposal to:	GeorgiaProcurement@rti.org
Date of Issue of RFP:	October 25, 2024
Date Questions from Supplier Due:	October 28, 2024
Date Proposal Due:	October 31, 2024
Approximate Date Purchase Order Issued to Successful Bidder(s):	November 20, 2024

Method of Submittal:	
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 45 days from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP/RFQ.	
Solicitation Number:	BEP RFQ-2025-001-01

Attachments to RFP:

1. Attachment "A" – Service Specifications
2. Attachment "B" – Instructions to Bidders/Sellers
3. All PO Terms and Conditions are listed on our website at: [rti-po-terms_English Version - v1.20.pdf](#) or for commercial items: 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.

RTI International is a trade name of Research Triangle Institute. RTI and the RTI logo are U.S. registered trademarks of Research Triangle Institute.

Attachment A

Service 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:

Introduction: The Basic Education Program's (Organization) vision is for this procurement to establish an Online Assessment Platform with a support service from contractor that provides the optimum combination of quality, service level and value for cost. Organization has old software that was written years ago and is now outdated. After reviewing it, several major components of this software are not based on current standards of item banking and modern assessment solutions. The current software includes items and tests, stored as unique separate images. The old software includes a test generator that generates tests based on customer needs. However, it does not support many features and functions that a modern item banking solution should offer to its item writers, such as editor-based question item writing, choice interaction, extended text interaction, text entry, audio interaction, and much more.

The aim of this project is to create an Online Assessment Platform (SaaS) based on the organization's needs:

- The organization should have its own online item banking software, as item writers need to be able to work on item writing, editing, and setting up metadata for each question and answer. They should be able to log in through Two-Factor Authentication (2FA) into the item banking software. Remote authoring is also needed.
- Organization should have flexible item banking software based on modern specifications, based on IMS Question and Test Interoperability (IMS QTI) specifications since it is the root for modern item banking software's. In future organization should be able to export / import items based on QTI format from their software into another software for analysis and psychometrics purposes.
- Organization requires a tool which will host both remote authoring of questions and question banking. It should be hosted on Cloud.
- Organization needs to create an end-to-end software which will comprise remote authoring of questions, remote question banking, computer-based testing (including candidate registration and test delivery), post-processing of examinations, analysis, reporting.
- Organization requires a cloud-based remote authoring tool that will allow question writers to write questions, based on different syllabi. Each question will be categorized into a specific area/areas.
- The remote authoring tool should allow question writers to submit their questions for review. Every question submitted by a question writer should be reviewed by at least two people. Upon submission the first reviewer should be automatically alerted that there is a question ready for review; once their review is complete, the second reviewer should then be automatically alerted that there is a question ready for review. Both reviewers should use the remote authoring tool to review the question and record their edits, their notes and their feedback.
- Following review, the software should allow for the question to either be accepted, rejected or sent back to the question writer for further editing. The remote authoring tool should allow reviewers to send feedback to question writers, whether the question is accepted, rejected or requires editing before resubmission. The question writer should automatically be notified that their question has been reviewed and they should be able to log in and view their feedback.

- Organization needs to be able to add accepted questions to a Question Bank. Questions within the Question Bank will continue to be updated and should therefore remain editable.
- Organization needs ability to import Word format document into Question Bank, in such way organization will be able to import already created materials as questions into Item Banking Software. Also, Software should have ability to export items in Word format, as well as QTI package format.
- Organization needs ability to have Test Development and Test Generator features, it should be based on Cloud. Test Generation need to be done through IMS QTI format, and Software users should be able to have ready-made solution for it to import/export based on our needs.

Additionally, software should have following features:

- Item & Test Preview based on IMS QTI specification is important for item writers and reviewers.
- Ability to create test-takers from management platform, test-takers should have unique persistent URI based on standards.
- Online Registration System for candidates / test-takers
- Online Test Delivery module (Test Delivery should be done based on IMS QTI specifications)
- Automatic collection of candidates/test-takers responses into IMS QTI format and ability to download these responses as well from this online assessment software. Responses Processing should be done automatically after submitting tests.
- Ensure the tests delivery system can generate printable diagnostic tests with both text and images. There should be ability to print test or item.
- Tests can be delivered remotely to candidates.
- Capacity to time each test individually, even when delivered in a sequence. The timer needs to cover exclusively the duration of the test and must start with the display of the first question/test item of any given test. The timer must also be always clearly visible to candidates during the exam. The timer must display the time left for an individual type of test. It should also be possible at administrator and proctor level to disable the timer when a specific exam does not require it;
- In case of an interruption in the exam delivery, the system should record the time already lapsed for the test in question and allow the restart of the exam based on the remaining time left;
- The platform must have the capacity to cater for candidates with special needs who require certain testing accommodations, e.g. add specific instructions, add extra time to the total duration of a test (e.g. 25%, 33%, 50%, 75% and 100%), add flexible breaks, adjustments like (font size, color, contrast, brightness, pointer format, etc.), left-hand mouse (change of mouse button functions to left-hander modus);
- The video proctoring service should have the ability to perform invigilation of remote tests visually (live and automated) with/without taking control of the testing device (capacity to use lock-down type technology).
- Onboarding KYC (Know Your Customer): Verifying identity through Gov-issued ID, Biometric selfie match, and authoritative data sources ensures robust security and accuracy.
- Both proctoring solutions (live and automated) must verify the test-takers' identities and their environment via the webcam before they can be allowed to test. They must launch the test after the verifications, observe test-taking and monitor suspicious activity during the test. The observation and communication must be done exclusively via the tool provided by the contractor. The tool provided must meet the necessary technical requirements in terms of remote proctoring, including communication with candidates and have the capacity to observe test takers and monitor suspicious activity.
- There should be written special Optical Character Recognition (OCR) module for this online assessment platform so this ready-made stored unique items will be imported successfully with specific metadata from old database (that was created by previous USAID funded program) into this new assessment platform, item-writers will be able to edit these items.

- Organization should be able to extract text from images using OCR software through Online Assessment Platform OCR Module
- Organization should be able to import metadata and set up relationship between images and old database through this OCR-Metadata-Relationship Module.
- Convert current metadata into QTI-familiar metadata and save all questions and answers based on QTI specifications.
- The main purpose of this OCR module is to automate the conversion process for a large number of images.
- Analyzing candidates / test-takers data based on QTI responses provided by the online assessment platform response processing system.
- Item and test analysis and reporting
- Item-level information into Item metadata such as item analysis theory and practices (CTT and IRT) metadata integration
- Implement data analysis tools to generate reports with insights into student performance by grade, competency, and question type (this could include results data or analysis from individual items or assessments).
- Organization should give educators the ability to access reports and visualize student learning gaps based on charts, in such way they will be able to understand what the major parts are where they should have focus while working with students / candidates / test-takers.

Offerors are responsible for ensuring that their offers are received by RTI in accordance with the instructions, terms, and conditions described in this RFQ. Failure to adhere with instructions described in this RFQ may lead to disqualification of an offer from consideration.

1. **Offer Deadline and Protocol:** Offers must be received no later than 5:00 PM October 31 local Tbilisi time on by email to GeorgiaProcurement@rti.org

Please reference the RFQ number in any response to this RFQ. Offers received after the specified time and date will be considered late and will be considered only at the discretion of RTI. Please submit your solicitation in PDF format.

2. **Questions:** Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 3:00 PM local Tbilisi time on October 28, 2024 by email to GeorgiaProcurement@rti.org, last day of answering questions is October 29. Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that RTI believes may be of interest to other Offerors will be circulated to all RFQ recipients who have indicated an interest in bidding.

Only the written answers issued by RTI will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of RTI or any other entity should not be considered as an official response to any questions regarding this RFQ.

3. **Quotations:** Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including delivery and all other costs. Pricing must be presented in Georgian Lari. Offers must remain valid for not less than forty-five (45) calendar days after the offer deadline. Offerors are requested to provide quotations on official letterhead or format; in the event this is not possible, Offerors may complete the table in Annex 1.

Offerors can apply for all or any of the requested services. However, in case of price competitiveness, the preference will be given to an Offeror who provided a bid for all products.

In addition, Offerors responding to this RFQ are requested to submit the following:

- Organizations responding to this RFQ are requested to submit a copy of their official registration or business license.
- Individuals responding to this RFQ are requested to submit a copy of their identification card.
- Offerors must submit vision of project alongside with bids, which describes general stages of project to the service that are procured under this RFQ.

Deliverables, Timelines, Special Terms and Conditions:

Acceptance and Delivery:

The Contractor shall deliver the following upon successful completion of the project:

- Fully operational Online Assessment Platform: A robust, scalable, and secure online platform meeting all functional and non-functional requirements specified in the RFP.
- Complete Source Code: Well-structured, commented, and version-controlled source code for the entire platform, including all modules and components.
- Comprehensive Documentation: Detailed user manuals, technical documentation, system architecture diagrams, and operational procedures necessary for effective platform operation and maintenance.
- Installation and Configuration Guides: Step-by-step instructions for platform installation, configuration, and deployment in the Client's environment.
- Data Migration Plan: A comprehensive plan outlining the process for migrating existing data from the legacy system to the new platform.
- Training Materials: Training materials for end-users, administrators, and technical support personnel.
- Implementation and Support Plan: A detailed plan outlining the Contractor's post-implementation support services, including response times, escalation procedures, and service levels.

Acceptance Criteria

Acceptance of the deliverables will be based on the successful completion of the following:

- Functional Testing: The Contractor shall conduct thorough functional testing to ensure the platform meets all specified requirements and performs as expected.
- Performance Testing: The Contractor shall conduct performance testing to verify the platform's ability to handle expected user loads and response times.

- **Security Testing:** The Contractor shall conduct security testing to identify and address potential vulnerabilities.
- **User Acceptance Testing (UAT):** The Client will conduct UAT to validate that the platform meets its business needs and user requirements.
- **Documentation Review:** The Client will review all documentation for completeness, accuracy, and clarity.

Additional Considerations

- **Intellectual Property Rights:** Clearly define ownership of intellectual property rights for the developed software, data, and any other deliverables.
- **Warranty:** Specify the warranty period for the software and the Contractor's obligations during this period.
- **Data Privacy and Security:** Include provisions related to data protection, confidentiality, and compliance with relevant regulations.
- **Transition Plan:** Outline the process for transferring knowledge and support responsibilities to the Client.

Project team should consist at least 3 key qualified specialists: Senior Program Developer, System Administrator and a Project Manager.

Senior program developer is required to have following qualifications

1. Min 6 years of experience in development complex assessment systems
2. Experience in working with QTI standards
3. Experience with setting up large-scale testing/assessment software
4. Experience working with international organizations

System administrator is required to have following qualifications:

1. 10 -15 experience in system administration
2. Advanced skills in cloud computing and networking

Project Manager is required to have following qualifications:

1. 10 years of experience in project management of software development products
2. Advanced knowledge of Software development project management and communication tools
3. Experience in development of testing scenarios and planning of performance and UAT testing.
4. Excellent communication skills both in English and Georgian

Note: The evaluation committee reserves the right to weight the criteria differently based on the specific needs of the project.

Additional Considerations:

While not explicitly weighted in this evaluation, the following factors may also be considered:

- **Technical Approach:** The clarity, comprehensiveness, and innovation of the proposed technical solution.
- **Project Management Methodology:** The Contractor's proposed project management approach and its alignment with the project's requirements.
- **Risk Management:** The Contractor's identification and mitigation of potential project risks.
- **Team Qualifications:** The qualifications, experience, and availability of the proposed project team.

Software Licensing and Sustainability

The Contractor is strongly encouraged to develop the Online Assessment Platform with minimal reliance on third-party licensed software or APIs. This approach aims to ensure the long-term sustainability and ownership of the platform. In the event that the use of licensed software or APIs is deemed essential, the Contractor must provide a detailed justification for their inclusion. Furthermore, the Contractor must clearly outline all associated costs, including license fees, maintenance fees, and any other relevant charges for a period of one year following project completion. The Contractor shall provide comprehensive information regarding the licensing terms, conditions, and expiration dates of any third-party software or APIs utilized in the project. The Contractor assumes full responsibility for obtaining necessary licenses and ensuring compliance with all licensing requirements throughout the project lifecycle. The Client reserves the right to evaluate the proposed use of licensed software or APIs based on cost, risk, and long-term implications for the project. The Client may request alternative approaches or solutions to minimize reliance on third-party components.

- (a) **Prior proven experience:** prior proven experience in creation of similar softwares/services required – Offerors should submit illustrative materials produced by their firm/company.
- (b) **Quotations:** Prices must be quoted on a lump sum, all-inclusive basis. Offers must remain valid for not less than thirty (45) calendar days after the offer deadline.
- (c) **Timeframe terms:** The Program expects to have project till December, 2025.

Specifications and Technical Requirements

The section below contains the technical requirements of the commodities/services. Offerors are requested to provide quotations containing the information below on official letterhead or official quotation format. In the event this is not possible, Offerors may complete the cost schedule in Annex 1 and submit a signed/stamped version to RTI.

Deliverable #1

Deliverable #1 includes Online Assessment Platform development:

- **Concept Development, Planning, Requirements analysis, Technical Specification** for Online Assessment Platform.
- **Centralized and Digitized** Item Bank.
- **Item Types** for Item Banking: Single Choice, Multiple Choice, Extended Text, Text Entry, Order Interaction, Audio Interaction.
- **Test Development and Test Generation** based on IMS QTI specification.
- **Manage** the development of new **assessment items**.
- **Access management**, to allow different users to have different privileges for different items.
- **Share content with colleagues and other item-writers**.
- **Control access** to questions and tests.
- The platform should use **QTI specification** and **Standard for Learning Object Metadata**, in order to support discovery and resources must be described with appropriate metadata; for educational resources the Institute of Electrical and Electronics Engineers Learning Object Metadata (**IEEE LOM**), used by the **QTI specification**, is specified.
- The platform should use **persistent URI** for its items and tests, in order to support access and use.

- **QTI Item Preview Facility** is needed, which is desirable when items are stored in a platform format such as **IMS QTI** which separates the content of an item from its presentation.
- Provide **Test Delivery system**.
- **Online Registration System** for candidates / test-takers.
- Provide a **single point of access** to all the information and resources needed to construct assessments.
(this could include **results data** or analysis from **individual items** or **assessments**).
- This online assessment platform will be based on **IMS Question and Test Interoperability Specification (QTI)** specifications, that describes a platform **independent data model** and **XML binding** for the representation of assessment items and test data and their corresponding results reports.
- **Prepare Documentation** for developed Online Assessment Platform.

Deliverable #2

Deliverable #2 includes Data Conversion and Storage:

- **Concept Development, Planning, Requirements analysis, Technical Specification** for Data Conversion and Storage.
- Create **Optical Character Recognition (OCR)** software module for Online Assessment Platform specifically for Georgian Alphabets and Georgian Language.
- Currently about 19 000 images should be converted with this **OCR module** to Georgian text.
- MathJax or LaTeX integration will take place.
- Formulas should be inserted from those images into QTI format specifically into **MathJax, LaTeX**, or image format.
- Develop **scripts** and **OCR module** tools to **automate the conversion process** for many images. Images are already scanned and database created and can be used for OCR.
- Write special module for metadata generation and exporting metadata information from old item banking website.
Create relationship models based on old item banking logics.
- OCR Module should convert image into IMS Question and Test Interoperability Specification (QTI) format and describe a platform independent data model and XML binding for the representation of assessment items.
- Each **OCR question** should be packaged with **IMS Content Packaging Specification (CP)** for storage in a repository and transport between systems. IMS QTI v3.x specifies that items be packaged using this specification.
- **Prepare Documentation** for developed Online Assessment Platform OCR Module.

Deliverable #3

Deliverable #3 includes Data Analysis and Reporting:

- **Concept Development, Planning, Requirements analysis, Technical Specification** for Data Analysis and Reporting features.
- Collecting candidates / test-takers answers data based on **QTI responses** format provided by the online assessment platform **response processing system**.
- Analyzing candidates / test-takers **answers and behaviors data** based on **QTI responses** format provided by the online assessment platform **response processing system**.
- **CTT** and **IRT** metadata fields integration.

- The Platform estimates test taker scores for **each testing domain** using user-supplied specifications. The Platform calculates the following types of score estimates: **linear equation scores** (sum, average, factor), **weighted maximum likelihood (IRT)**, **expected a posteriori (IRT)**, **plausible values (IRT)**, **manifold (GCF mapping)**. For **IRT-based methods**, users may specify the use of conditioning variables, which may include other testing domains, for the estimation of each scoring domain.
- Implement data analysis tools to generate reports for insights into student performance by **grade**, **competency**, and **question type** (this could include results data or analysis from individual items or assessments).
- **Platform Reporting Module** should generate reports and visualized charts, on student performance.
- **Platform Administrator's Reporting Module** gives access global administrator and management team to check the generated reports and visualized charts based on **grade**, **competency** and **question type**.
- The system integrates and **transforms multiple data sets** into a **comprehensive reporting system**.
- Capable of incorporating and utilizing **various data measures** from **national and local assessments**, **district-created metrics**, **behavior/attendance records**, or any other **early warning indicators** into reports.
- **Prepare Documentation** for developed Online Assessment Platform **Data Analysis and Reporting module**.

Deliverable #4 (Additional functions)

- The **video proctoring service** should have the ability to perform invigilation of remote tests visually (**live and automated**) with/without taking control of the testing device (capacity to use **lock-down type technology**).
- **Onboarding KYC**: Verifying identity through **Gov-issued ID**, **Biometric selfie match**, and authoritative data sources ensures robust security and accuracy.
- **Two-Factor Authentication (2FA)** into the item banking software with Remote Authoring and Remote Delivery.
- **Interoperability standards**: LTI (Learning Tools Interoperability) for potential integration with other learning management systems. For example, Moodle.

Delivery Schedule and Quality Assurance

Project Schedule

The Contractor shall propose a detailed project schedule outlining the timeline for the development and delivery of the Online Assessment Platform. The proposed schedule must include clear milestones and deliverables.

The Organization anticipates the following approximate delivery timelines:

- **Deliverable 1 and 2**: Completion within approximately six (6) months from the contract start date.
- **Deliverable 3**: Completion within approximately four (4) months following the completion of Deliverables 1 and 2.

Deliverable 4, including specific tasks, timelines, and associated costs, shall be proposed by the

Contractor in their proposal.

The Contractor is responsible for adhering to the proposed project schedule and providing regular progress reports to the Organization.

Quality Assurance

The Contractor shall implement a robust quality assurance (QA) process to ensure the delivery of a high-quality Online Assessment Platform. The QA process shall include, but not be limited to, the following:

- **Requirements Verification:** Ensuring that all system requirements are accurately captured and implemented.
- **Design Review:** Conducting thorough reviews of system design and architecture to identify potential issues.
- **Unit Testing:** Testing individual software components to verify their correct functionality.
- **Integration Testing:** Testing the interaction between different software components.
- **System Testing:** Testing the complete system to ensure it meets all functional and non-functional requirements.
- **User Acceptance Testing (UAT):** Conducting UAT with end-users to validate the system's usability and meeting user needs.

The Contractor shall provide detailed documentation of the QA process, including test plans, test cases, and test results. The Organization reserves the right to conduct independent QA testing at its discretion.

Other requirements:

1. Companies or organizations must be legally registered under the laws of Georgia upon award of the subcontract.
2. Companies should have a local presence in Georgia for at least 3 years and have prior experience in delivery of services similar to the requirements of this RFQ.
3. The Companies or organizations should be wholly private (no government or government body ownership).

Pricing

Item #	Description of Preferred Commodity or Services Specifications	Unit of Measure	Unit Fixed Price (Each) in GEL	Total Fixed Price (Each) in GEL	Lead Time Availability (Number of Days)
1	Deliverable #1 includes Online Assessment Platform development:				

2	Deliverable #2 includes Data Conversion and Storage:				
3	Deliverable #3 includes Data Analysis and Reporting:				
4	Deliverable #4 Additional functions				
Total Value					

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

26 May square 2. Tbilisi, Georgia

(insert full address of the office)

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

(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 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

(insert name of procurement officer)

at this email address:

(insert email address of the procurement officer).

The cut-off date for questions is (insert date).

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-po-terms_english_version_-_v1.18.pdf, http://www.rti.org/files/PO_FAR_Clauses.pdf, or 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)

The overall cost-effectiveness of the proposed solution, including any associated costs or fees. This criterion will assess the alignment of the proposed pricing with the project budget and the value offered for the proposed services.

B). Deliverables Timeline (20 points)

The proposed project timeline and adherence to specified milestones. This criterion will evaluate the Contractor's ability to meet project deadlines and deliver the required functionalities within the specified

timeframe.

C). Previous Experience in Software Development (20 points)

The Contractor's track record in developing similar software applications, including the complexity and scale of previous projects. This criterion will assess the Contractor's ability to successfully deliver the proposed solution based on their past performance and portfolio of relevant projects.

D). Experience with Nationwide Assessment Tools and the Education Field (30 points)

The Contractor's knowledge and experience in developing and implementing assessment tools, as well as their understanding of the education sector. This criterion will evaluate the Contractor's ability to address the specific requirements of the project and deliver a solution aligned with educational best practices.

--

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 45 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. **Certification.** The offeror, by signing its offer, hereby certifies to the best of its knowledge and belief that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on its behalf in connection with the awarding of this contract.
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. 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: