



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

Commodity/Service Required:	Consultant Power Systems Engineer for Fair Trading Commission (FTC), Barbados.
Type of Procurement:	Purchase Order
Type of Contract:	Fixed Price
Term of Contract:	1 year
Contract Funding:	USAID
This Procurement supports:	Energy Sector Reform (ESR) project
Submit Proposal to:	Vianelis Tavarez, Finance and Administrative Officer Email: vtavarez@rti.org Copy: ESR Project Management Unit Email: ESR_Procurement@rti.org
Date of Issue of RFP:	17 October 2024
Date Questions from Supplier Due:	28 October 2024
Date Proposal Due:	06 November 2024
Approximate Date Purchase Order Issued to Successful Bidder(s):	<b>21 November 2024</b>

<b>Method of Submittal:</b>	
Email to: vtavarez@rti.org Copy to: ESR_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>90 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:	PR-DR-2024-025

### 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/documents/2024-03/rti-po-terms\\_English%20Version%20-%20v1.20.pdf](https://www.rti.org/sites/default/files/documents/2024-03/rti-po-terms_English%20Version%20-%20v1.20.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").

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

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**

The Barbados Fair Trading Commission (FTC) was established on January 02, 2001 “to safeguard the interests of consumers, to regulate utility services supplied by service providers, to monitor and investigate the conduct of service providers and business enterprises, to promote and maintain effective competition in the economy and for related matters.” The FTC’s goals are to ensure the efficient and safe provision of regulated utility services at reasonable rates; safeguard the interest of consumers; promote and encourage fair competition; and strengthen the human resource and operational capabilities of the Commission in order to effectively implement its legislative mandate.

Barbados, in its pursuit of achieving 100% renewable energy by 2030, faces a complex array of challenges and opportunities. The nation has made commendable strides in establishing a conducive policy framework and ambitious national objectives for renewable energy integration. However, concerns over grid stability, especially with the increasing load from solar photovoltaic installations, highlight the need for strategic interventions. Additionally, the electricity grid in Barbados is currently at 89MW, which is significantly close to its 100MW maximum capacity for renewable energy. Consequently, urgent measures are required to ensure more renewables can be connected to the grid. These measures may include grid-connected battery storage, synchronous condensers, or other investments in grid infrastructure.

As Barbados pursues renewable energy, there may be opportunities for certain critical sectors to play a leading role. The water sector was one sector so identified, and a policy-carve-out was created for renewable energy deployment in the water sector. The impact of the mandated renewable energy deployments in the water sector much be considered as the aforementioned stability measures are deployed.

The FTC plays a pivotal role in reviewing the technical requests for new technology in renewables to rectify the issues identified above. However, the FTC is not fully equipped to evaluate such requests due to gaps in the existing staffing compliment. As such, the FTC is requesting the services of a consultant Power Systems Engineer, who can increase their capacity to execute technical tasks. The Power Systems Engineer would work closely along with the staff of the FTC over the period of one year to execute the deliverables mentioned in the next section.

Product or Service Expectations (both if applicable):

**Draft Scope of Work**

The Power Systems Engineer will be assigned to assist the FTC with addressing the problem areas highlighted in the Background. The assigned list of duties are outlined in Table 1 below along with the estimated deliverables and timelines.

*Table 1: List of Duties, Expected Deliverables and Timelines*

<u>No.</u>	<u>Task</u>	<u>Expected Deliverable</u>	<u>Estimated Timeline for Completion</u>
<b>1</b>	<b>Generation Analysis</b>		
1.1	Assess the operational and economic impact of the public utility implementing BESS technologies compared to relevant practical alternatives.	Methodology document on evaluating BESS projects.	Q1 - Evaluation and methodology for proposed BESS penetration
1.2	Assist in the review of project proposals from regulated entities for major repairs and upgrade to existing systems to ensure the proposals are compatible with the statutory and other license requirements and assess the most prudent solution for the licensee and consumers.	Reviews of up to two (2) specific project proposals.	Q2
1.3	Assist in the monitoring of power system projects developed pursuant to 1.1 and 1.2.	Methodology document on evaluation of power generation projects.	Q2 - methodology; Q3 - evaluation of key projects.
		Evaluation of up to (insert number) key projects specified by the FTC for the period.	
<b>2</b>	<b>Rate Setting</b>		
2.1	Analyze technical efficiency mechanisms for rate structures and pricing models used by regulated utilities.	Report on pricing structures for utilities for small island states with varied circumstances.	Q3
2.2	Develop and recommend technical efficiency approaches to rate adjustments to align with regulatory objectives, market conditions, and consumer interests.		
<b>3</b>	<b>Data Analysis</b>		
3.2	Develop models and forecasts to inform regulatory decision-making including the establishment of Performance Incentive Metrics.	Report on the support provided and any useful outcomes from this support. This report will be added to the guidance document as a Standard Operating Procedure.	Q4

<b>4</b>	<b>Technical Expertise</b>		
4.1	Provide technical expertise and guidance to the regulatory team on power systems, grid stability, and utility technology advancements.	Quarterly report on ongoing support throughout the period.	Each quarter
4.2	Contribute to the learning process within the FTC particularly as it relates to the use of Generation Planning tools and generally for all aspects of Power Systems and engineering planning.	Needs assessment report on relevant software applications and conduct an in-house workshop.	End of Q3
4.3	Enquire into and document the power systems engineering strategies that may be pursued to integrate economic activities in the water sector, with the goals of the electricity sector to facilitate economic growth.	Guidelines document on systems engineering strategies to integrate economic activities in other sectors, with the goals of the electricity sector to facilitate economic growth.	Q4
<b>5</b>	<b>Assistance with IRRP</b>		
5.1	Review of IRRP study reports to assess the costs and risks associated with various resource options including their technology, sizing, siting, timing, fuel choices and operation parameters and advise the FTC of the findings.	A report with modelling and input parameters validation findings related to the IRRP.	Q1

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

**Anticipated Deliverables**

The Consultant will perform remotely with a minimum of four in-country missions conducted in Barbados at the FTC office, with collaboration via virtual platforms as necessary.

In addition to the relevant officer at the FTC, the selected consultant will be required to share monthly updates to RTI on progress.

Tasks under the work order will produce the following deliverables:

- Generation Analysis: Methodology document on evaluating BESS projects.
- Technical Expertise: Needs assessment report on relevant software applications and conduct an in-house workshop.
- Technical Expertise: Guidelines document on systems engineering strategies to integrate economic activities in the water sector, with the goals of the electricity sector to facilitate economic growth.
- Assistance with IRRP: Report on IRRP Support activities throughout the period.

### 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	1	Methodology document on evaluating BESS projects	Deliverable/ activity completed	20%	XX% of total cost per deliverable/activity	3 months after contracting
2	1	Needs assessment report on relevant software applications and conduct an in-house workshop.	Deliverable/ activity completed	20%	XX% of total cost per deliverable/activity	9 months after contracting
3	1	Guidelines document on systems engineering strategies to integrate economic activities in the water sector, with the goals of the electricity sector to facilitate economic growth.	Deliverable/ activity completed	40%	XX% of total cost per deliverable/activity	12 months after contracting
	4	Report on IRRP Support activities throughout the period.	Deliverable/ activity completed	20% (5% percent each quarterly report)	XX% of total cost per deliverable/activity	Each quarter
<b>Total Value</b>					<b>\$ XXX</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

Dominican Republic Office | RTI International  
Calle Juan Garcia Bonelly No. 19, Edificio DML  
Santo Domingo, Dominican Republic

*(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

Vianelis Tavarez, Finance and Administrative Officer

*(insert name of procurement officer)*

at this email address:

Email: vtavarez@rti.org

*(insert email address of the procurement officer).*

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

24 October 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/documents/2024-03/rti-po-terms\\_English%20Version%20-%20v1.20.pdf](https://www.rti.org/sites/default/files/documents/2024-03/rti-po-terms_English%20Version%20-%20v1.20.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 90 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: