

Request for Proposals

Solicitation No. RFP-FY17-01
Title: Master Services Agreement
Issue Date: 25 September, 2017
Closing Date: 23 October, 2017
Closing Time: 11:59 pm Eastern Standard Time
Subject: Proposal No. RFP-FY17-01: Master Services Agreement (MSA) for Provision of Global Security Services

[University Research Co., LLC \(URC\)](#), with its non-profit affiliate, the [Center for Human Services \(CHS\)](#), is a global company dedicated to improving the quality of health care, social services, and health education worldwide. URC-CHS manages projects in [over 45 countries, including the United States](#). Established in 1965, URC-CHS offers a range of technical assistance to [strengthen health and social systems](#) as well as service quality by empowering communities and health workers to identify and scale up locally appropriate solutions to critical problems. URC-CHS focuses on finding ways to deliver proven approaches to health care problems, applying [quality improvement \(QI\) methods](#), and conducting [operations research](#) to tailor those approaches to various settings. Internationally, URC-CHS expands access to and improves the quality of services addressing [maternal, newborn, and child health](#); infectious diseases including [HIV/AIDS](#), [TB](#), and [malaria](#); [reproductive health and family planning](#); [food and nutrition](#); and [vulnerable children and families](#).

URC-CHS's global footprint warrants the need for security services for project offices and for staff travelling internationally, as URC-CHS bids on projects and opens offices in high threat countries and fragile states. This RFP is for the global provision of both long-term, static security services to support project offices and for ground support to Expatriate staff and Third Country Nationals (TCN's) travelling on short-term technical assignment (STTA).

To be considered under the solicitation process, the Offerors should submit a complete proposal by the means indicated herein no later than the closing date and time indicated below. Offerors should ensure that the proposals are well written, easy to read and follow, and contain only the requested information.

Due to the likelihood that awarded companies will provide services billable to URC-CHS initiatives which consist primarily of United States Government projects and contracts, costing and other items herein will reference United States Agency for International Development (USAID) requirements to ensure that Offerors maintain compliance.

Attachments

Attachment I: Technical Proposal Guidelines
Attachment II: Cost Proposal Guidelines
Attachment III: Budget Templates

1. RFP Process Timeline

The timeline for the RFP process is as follows. While URC-CHS does not anticipate any changes to this timeline, URC-CHS reserves the right to adjust it as seen fit.

<u>Date</u>	<u>Action</u>
25 September, 2017	RFP issued
9 October, 2017	Questions due

23 October, 2017	Bids are due
24-31 October, 2017	Evaluations
1 November, 2017	Selection
6 November, 2017	Award made
13 November, 2017	Award start date

2. Proposal Instructions

Proposals should be submitted **electronically** via email to:

Ms. Joanna Ross
 Global Operations and Security
 Email: jross@URC-CHS.com

If planning to submit a proposal, it is imperative to confirm receipt of this solicitation by email to Ms. Joanna Ross to be included on the solicitation mailing list to receive answers to questions and any future amendment(s).

Unless otherwise notified by an amendment to this RFP, no questions will be accepted after the above date. No questions/clarifications will be entertained if received by means other than in writing to the specified email address. The solicitation number should be stated in the subject. Responses to questions received will be compiled and emailed to Offerors.

The file attachment for the Technical Proposal should be in PDF format and the Cost Proposal should be in **both** MS Excel and PDF formats. The submission of attachments in any other format may **result in disqualifying the Offeror**.

The Technical and Cost Proposals should be submitted in separate files, with corresponding names for each. The subject line in the email should state **RFP-FY17-01 – Master Services Agreement Technical** and **RFP-FY17-01 – Master Services Agreement Cost** for the Technical Proposal and Cost Proposal respectively. Additionally, if the submission will be through several emails, please ensure that all emails are sequentially numbered indicating the total number of emails that will be submitted (i.e. 1/4, 2/4, 3/4, and 4/4).

Please note that the URC-CHS email server has a limitation of 10MB for the total attachments per single email. We request that the size of all attachments per a single email be less than 10MB.

Proposals must address and respond to all issues raised in the RFP. URC-CHS requires that the person signing your offer is authorized to execute the contract on behalf of your company.

Offerors are wholly responsible for ensuring that their proposals are received in accordance with the instructions stated herein. Late proposals will not be eligible for consideration and will be rejected without evaluation, even if it was late due to circumstances beyond the Offeror's control.

2.1 RFP Conditions and Changes

URC-CHS reserves the right to negotiate any or all RFP terms and conditions, and to cancel, amend or resubmit this RFP in part or in its entirety at any time.

This RFP is not an offer to contract, but represents a definition of specific requirements and an invitation to qualified Security Service Providers to submit a response addressing URC-CHS's business requirements. Issuance of the RFP, Offerors' preparation and submission of a proposal, and subsequent receipt and evaluation of proposals by URC-CHS does not commit URC-CHS to award a contract to an offeror, even if all requirements stated in the RFP are met. All costs of participation including the proposal and subsequent activity in the selection phase are at Offerors' risk and any such costs, whether direct or indirect, will not be reimbursed by URC-CHS.

Nothing in this document shall be construed as an offer by URC-CHS and no terms, discussions or proposals shall be binding on either party prior to execution of a definitive agreement. URC-CHS reserves the right to reject any part or the entire proposal.

URC-CHS intends to issue several one-year contracts to the selected security vendors with the possibility to renew at the end of the term. Awards shall only be made to "responsible" prospective offerors. To enable URC-CHS to make this determination, the offeror must submit an Evidence of Responsibility statement (see section 3. V. requirements below) describing that the Offeror:

- Has adequate financial resources;
- Is able to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments;
- Has a satisfactory performance record;
- Has a satisfactory record of integrity and business ethics;
- Has the necessary technical capacity, geographic scope, equipment and facilities, or the ability to obtain them;
- Is qualified, eligible and licensed to receive an award under applicable laws and regulations;
- and
- Demonstrate experience assisting their clients in drafting documentation needed to obtain restricted items required for their services.

Proposals are expected to be binding for a period of one hundred eighty (180) days from the published response date.

Proposals submitted in response to this RFP will not be returned. Reasonable efforts will be made to ensure confidentiality of both Cost and Technical Proposals received from all Offerors. This RFP does not seek information of a highly proprietary nature but if such information is included in the Offeror's proposal, the Offeror must alert URC-CHS and must annotate the material by marking it "Confidential and Proprietary" so that these sections can be treated appropriately.

The Technical Proposal and Cost Proposal must be kept separate from each other. Technical Proposals must not make any reference to cost or pricing data in order that the technical evaluation may be made strictly on the basis of technical merit.

3. Proposal Content

Please provide original narrative responses in the following format:

- I. Cover Page
 - a. Solicitation number
 - b. Company name
 - c. Company address
 - d. Name of company's authorized representative
 - e. Contact information (phone and e-mail)
 - f. Validity of proposal

g. Signature, name, title and date

II. Technical Proposal

See Attachment I for the Technical Proposal Guidelines

III. Cost Proposal

See Attachment II for the Cost Proposal Guidelines and Attachment III for Budget Templates

IV. References

At least 3 references should be provided to demonstrate past performance in a relevant capacity including work in the countries where URC-CHS operates, which includes email addresses, names and position title of references, company name, and phone number(s).

V. Attachments

This section will include any information or document that was not listed in the above sections that the Offeror finds necessary to include in the proposal. In this section, the Offeror will also include information that will assist URC-CHS to determine the Offeror's responsibility as defined in FAR 9. The following are required to be submitted with the proposal:

- Visa and work permit policy
- Proof of medical insurance coverage for staff
- Business licensing and eligibility to receive the award
- Evidence of responsibility (template attached)