



UNIVERSITY RESEARCH Co., LLC
CENTER FOR HUMAN SERVICES



Request for Proposal (RFP)

RFQ Number: FY24-KLA-UHA-010

Description: **PROVISION OF PAYROLL
MANAGEMENT SERVICES**

Contracting Entity: University Research Company, LLC (URC)

Funded by: **USAID UGANDA HEALTH ACTIVITY**

Place of Delivery: **NA**

Publication Date: Friday, 1st March 2024

Deadline for Submission of Questions: Monday, 11th March 2024

Deadline for Submission of Proposals: Monday 18, March 2024

SECTION 1: INSTRUCTIONS TO OFFERORS

1.1 Introduction

University Research Co., LLC (URC), a US-based public health organization working in Uganda since 2005, is implementing the USAID Uganda Health Activity with the aim of helping to improve overall health system resilience and to increase the survival and well-being of vulnerable populations in USAID Uganda priority districts. As an integrated health activity, UHA aims to achieve this goal through three intermediate results (IRs):

1. Improved access to and use of quality health services at the community and health facility levels.
2. Enhanced local ownership and leadership for sustainable health outcomes.
3. Strengthened health systems at the regional, district, facility, and community levels. UHA will focus its activities primarily at the regional level and below, strengthening the quality and availability of maternal, newborn, and child health (MNCH), family planning (FP)/reproductive health (RH), nutrition, and facility-level water, sanitation, and hygiene (WASH) services in a subset of 30 focal districts. These include the five cities and two districts with regional referral hospitals (RRHs) in Gulu, Jinja, Kabale, Lira, Mbale, Mbarara, and Moroto, building on previous USAID investments.

URC under the USAID Uganda Health Activity has been selected by the donor to manage the transition process for the Uganda Health Systems Strengthening Project (UHSS) through management the welfare and payroll for UHSS staff currently attached to Ministry of Health, Regional referral hospitals and districts.

Issuance of this solicitation does not in any way oblige URC to award a release order, nor does it commit URC to reimburse offerors for costs incurred in the preparation and submission of a proposal.

Please note that in submitting a response to this solicitation, the Offeror understands that USAID is not a party to this solicitation and the Offeror agrees that any protest hereunder must be presented in writing with full explanations to URC for consideration, as USAID will not consider protests made to it under USAID-financed awards. URC, at its sole discretion, will make a final decision on the protest.

1.2 Offer Deadline

Offers must be received no later than, **Monday 18th March 2024**

Late offers shall be rejected.

1.3 Submission of Offers

Sealed proposals including a sealed financial proposal and sealed technical proposal all enclosed in one envelope, addressed to the **Chief of Party** shall be hand delivered **not later than Monday 18th March 2024** to the following physical address:

**USAID URC UGANDA HEALTH ACTIVITY
PLOT 11 BUKOTO CRESCENT ROAD
NAKAWA DIVISION KAMPALA
UGANDA.**

Please reference the RFQ Number “**FY24-KLA-UHA-010**” and subject of the procurement on top of the envelope.

1.4 Questions and Clarifications

All questions and clarifications regarding this RFP must be submitted in writing to procurement email, UHAProcurement@urc-chs.com by **Friday 15th March 2024 by 5:00 pm EAT.**

All correspondence and inquiries regarding this solicitation must reference the RFP Number “**FY24-KLA-UHA-010**”.

Questions and requests for clarification, and the responses thereto, that the buyer believes may be of interest to other applicants, will be circulated to all RFP recipients who have indicated an interest in bidding.

1.5 Required Documents

The following documents are required in any offer submission:

- All costs must be quoted in Ugandan Shillings (UGX)
- Indicate quotation validity. (90 DAYS)
- Cost and budget breakdown and the payment terms (section 3)
- Current certificate of registration in Uganda
- Submit a valid trading license or its equivalent.
- Submit a valid Tax Clearance certificate addressed to USAID URC-UHA to the **TIN: 1000099925**
- Letter of transmittal.

Technical

- Technical proposal with a detailed methodological approach to achieve listed terms of reference; maximum 3 pages.
- Profile of the firm & 3 resumes of the key proposed staff with 2 references each; resumes should be 2-3 pages max highlighting relevant experiences.

Note

URC/USAID-UHA expects the best price and quality from its service providers. A discount is much appreciated.

Important: Address all quotations to **URC/USAID Uganda Health Activity (URC/ USAID-UHA)**

1.6 Financial Proposal

Prices quoted must be firm-fixed, all-inclusive total prices covering the performance of all the Vendor's obligations, including, but not limited to, the performance of all associated and related services and any other costs or charges. No taxes or fees are to be included in the price; they should be quoted separately. Taxes and levies will be handled and treated according to USAID rules in Uganda. All prices should be quoted in Uganda Shillings.

1.7 Validity Period

Offers must remain valid for not less than ninety (90) calendar days after the offer deadline.

1.8 Negotiations

URC reserves the right to make an award with no further discussion/negotiation. Therefore, offerors are instructed to present its best price in the initial submission.

1.9 Basis for Award

The award will be made to a responsible offeror whose offer follows the RFP instructions, and has a quality proposal detailing their skills, work methodology and experience to provide the required services.

1.10 Terms and Conditions

Any award because of this RFP will be subject to URC standard terms and conditions. **Vendor should indicate the payment schedule in their offer which may be subject to negotiation.**

1.10.1 Payment Terms:

Kindly indicate your payment terms.

SCOPE OF WORK AND DELIVERABLES

1. Employment

- The Vendor will ensure that all healthcare workers (about 53 employees) supported under the USAID Uganda Health Activity (UHA), implemented by URC, have fully executed employment contracts on file. The Ministry of Health will be responsible for the hiring and issuance of contracts for 16 staff, the Districts Health Office 20 staff, and Regional Referral Hospitals 17 staff. Thereafter, the contract copies will be submitted to the Vendor by URC for payroll processing. The employment contracts shall be between the respective employees, the MOH, the District Health Office, or Regional Referral Hospital.
- URC shall, regularly (preferably monthly), update the Vendor with any changes on the employee status, including new hires, terminations, salary and benefits changes, bank accounts, Social Security (NSSF), and Tax Identification Numbers (TINs), details, etc.

2. Payroll Management Process

- The payroll is constructed based on personal details collected from staff: operating salary, dedicated Bank Accounts, Social Security (NSSF) and Tax Identification Numbers (TINs), contracted salary, benefits, time worked, etc.
- On the 15th of each month, the vendor will submit a payroll ledger requesting a wire transfer of the requested amount to the designated bank account (the vendor will be required to open a dedicated UHA bank account for salaries and allowance payments). The request will be based on a draft payroll template as approved by URC.
- URC will review the payroll ledger, confirm the accuracy of the information, and wire the agreed amount to the designated bank account by the 20th of each month for the vendor to process the salary and allowance payments.
- No later than the 15th of the following month, the vendor shall submit all the supporting documents to reconcile the previous month's wired amount against the actual salaries and other related payments paid for that month. The difference will be adjusted in the next month's wire transfer.

The supporting documents should include.,

- Timesheets signed by the employees and approved by the authorized persons, along with other supporting documents such as leave forms.
- Payroll list reviewed by the Vendor's Human Resources and Finance staff to ensure that the respective HR and Finance issues relating to the staff were appropriately captured.
- The proof that electronic monthly salary payments are directly made into staff bank accounts and salary pay slips are generated and shared.
- Report showing that the Vendor makes the relevant statutory deductions such as PAYE, Local Service Tax, and NSSF and submits the return schedules to Uganda Revenue Authority (URA) and National Social Security Fund (NSSF) and makes the relevant payments to the government bodies.

- Copies of salary payments, PAYE, NSSF, bank reconciliation statements, and all other agreed documentation with URC to confirm the payments made during the month and any issues that require follow-up. Feedback is provided to the vendor to close out any queries.

3. Medical insurance/ Personal Accident Insurance (GPA)

- URC will directly manage medical insurance and GPA for the employees. This includes identification of the relevant service providers and onboarding the staff. Only staff members shall be covered.

4. Monthly Reporting

- The Vendor prepares Monthly Progress Reports and submits the report to URC after each monthly payroll cycle. The report includes any achievements for the month, challenges faced in the process, and any other agreed-upon details in the relevant formats.
- The Vendor prepares and reviews Monthly Financial Reports and submits the report to URC monthly. The report shows the payments made, bank reconciliation statements for the dedicated bank account, timesheets approved by authorized persons, and any other agreed-upon documents in the relevant formats.

5. Monitoring and Evaluation

- The monthly payroll and report submitted to URC is accompanied by the staff list, the evidence of payment made, bank reconciliation statements, and any other agreed-upon information.
- Monthly coordination meetings/calls held between the vendor and URC to give and receive feedback about what is working well and what needs improvement in subsequent periods.

The monthly firm fixed service fee will be paid to the vendor upon the successful delivery of the above.

Duration of the Assignment

The duration of the assignment shall be for 6months from April 1st, 2024, to September 30th 2024.

Reporting

The service firm shall report to Chief of Party, USAID/Uganda Health activity and will work closely with the Senior Grants Manager and the Director Finance and Administration

Evaluation Criteria and Submission Requirements

Evaluation Criteria	Submission Requirements	Scores
Overall technical understanding, approach, and proposed methodology	A maximum of 3-page written proposal explaining the technical understanding of the assignment and proposed methodological approach	30

Costs and budget	Appropriateness and reasonableness of stated costs, compared with the approach, methods, and steps laid out in the technical proposal. Demonstrable understanding of current HR management costs in Uganda.	25
Institutional capacity and past experience	Professional references from similar past projects with phone and email contact information and one or more examples of prior.	25
Qualifications and professional experiences (relevant to the work) of proposed team members	CV/Resume of 3 proposed individuals (2-3 pages) to work on this assignment with 2 references per individual	20
Total		

The technical and cost application must be received by the closing date and time on or before 5:00 PM **18th March 2024**, Uganda Kampala time.

Basis for Award:

The award will be made to a responsible offeror whose offer follows the RFP instructions, meets the terms of reference, and is judged to be the **best value bidder** in terms of quality and cost based on the scores indicated in the evaluation methodology above and the cost.

SECTION 3: PRICE SCHEDULE

- *Indicate a detailed schedule of costs clearly breaking down the professional fees, incidentals, and applicable taxes and any other detail, each in a separate line.*

SECTION 4: LETTER OF TRANSMITTAL

The following letter must be completed and submitted electronically with any offer on your company letter head with your physical office address details:

To: URC
Attention: Dr. Augustin Muhwezi
Chief of Party **URC/USAID-UHA**

Subject: Offer from Company Name
Reference: **FY24-KLA-UHA-010**

Date: _____

Company Name hereby proposes the attached offer to perform all work required to **Provision of consultancy services to conduct a youth, gender, and social inclusion analysis** in accordance with the terms of reference as described in the above-referenced RFP. Please find attached our detailed offer, as called for in the RFP.

We hereby acknowledge and agree to all the terms and conditions, special provisions, and instructions included in the above-referenced RFP. We further certify that Company Name, as a firm—as well as the firm’s principal officers, and all commodities and services offered in response to this RFP—are eligible to participate in this procurement under the terms and conditions of this solicitation and under USAID regulations and are currently not excluded from federal procurement or non-procurement programs.

The proposal is comprised of the following required documents.

- ☐ Response to Terms of reference
- ☐ Execution/Delivery Schedule
- ☐ Pricing Schedule
- ☐ Offeror’s latest trading license and Tax Registration Certificate
- ☐ Letter of Transmittal

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.

Company Name

Name and title of authorized representative.

Signature

Date