**REQUEST FOR PROPOSAL (RFP)**

**Design and implementation of an online training course to improve HIV care for immigrants.**

LHSS Peru RFP Sub00X\_2022
Issuance Date: July 11, 2022
Due date for submission of questions: June 24, 2022
Closing Date: June 30, 2022

Dear Solicitant,

You are invited to submit a proposal to strengthen the capacity of health personnel to provide comprehensive quality care to PLWHA, including migrants, in support of Abt Main Contract No. 7200AA18D00023 / 7200AA19F00014 awarded by USAID. To achieve this, it is necessary to develop an online course that is within the DPVIH Training Program, which will then be delivered to the National School of Public Health, so that it can be delivered within its learning platform. Abt intends to award a SUBCONTRACT as follows:

Subcontract Type: Fixed Price

Payment terms: NET 30

Timeframe:

**All proposals must be ready by 6:00 pm (Lima time) on June 30 to be considered responsive.** Early submission is strongly recommended. Please follow all instructions in this transmittal and be especially sure to return all requested documents with your proposal. If the offeror intends to clarify or modify any term or condition of the contemplated SUBCONTRACT, be sure to emphasize such clarification or exception. Abt may reject any bid conditioned upon such clarification or exception.

**Questions must be submitted in writing to**: Ricardo Chuquimia at Ricardo\_Chuquimiavidal@abtassoc.com by 2.00 p.m. (Lima) **on June 24, 2022**.

To ensure the integrity of the proposal process, communications with anyone other than the issuer of this solicitation shall not be considered in the award decision and may be grounds for rejection of your proposal.

**All offers must remain valid for 120 calendar days after the required submittal date stated above and must be submitted with a signed letter of transmittal, preferably Abt’s “Proposal Response” form, stating the period of validity. The letter must be signed by a person authorized to contractually bind the solicitant to the scope, terms and conditions, specifications, and pricing contained in their proposal.**

Abt intends to award a contract to the responsible offeror who submits a responsive proposal that offers the lowest priced responsive offer / the best value. Abt may award a contract based on initial proposals, so you should propose your best pricing in your initial offer. Abt does retain the option to make multiple awards against a single RFP or not award a Subcontract if the Proposal Responses are not responsive to the RFP.

Sincerely,

VICTOR LLONTOP

Finance Manager

LHSS-Peru

Attachments: 1. Representations and Certifications

 2. Prime Contract Flowdown Clauses

**SECTION 1 – SCOPE OF WORK**

**Scope of Work for Technical Assistance**

**Technical assistance to design and implement a training course online to improve HIV care for migrants**

|  |  |
| --- | --- |
| **Area of TA:**   | Provide capacity development support to health facilities in selected DIRIS and DIRESAS to strengthen the quality of HIV services for migrants |
| **Location(s):** | Remote, Lima  |
| **Commencement date :**  | July 11, 2022 |
| **Completion date:**  | September 20, 2022  |

**Background**

The Local Health System Sustainability Project (LHSS) supports low and middle-income countries transition to sustainable, self-financed health systems as a means to support universal health coverage. The project works with partner countries and local stakeholders to reduce financial barriers to care and treatment, ensure equitable access to essential health services for all people, and improve the quality of health services.

During its first year of implementation, LHSS provided technical assistance to the Government to sustainably strengthen HIV services that meet the needs of Venezuelan migrants in Peru. Adapting USAID's Health Systems Assessment Approach (HSA) 3.0, LHSS conducted a rapid assessment of the health system, focused on HIV services for Venezuelan migrants, to better understand the barriers they face and identify priority areas for capacity strengthening.

Based on the results of the assessment, the Program for Prevention and Control of HIV/AIDS, Sexually Transmitted Diseases and Hepatitis has prioritized a group of its recommendations and in that basis, has elaborated, with the support of LHSS, a Capacity Development Plan.

The plan includes training courses for health personnel in selected health facilities that provide ART from the DIRIS Lima Ciudad and Lima Norte, as well as from the DIRESA Piura and La Libertad; and the incorporation of these courses in the ENSAP training platform.

**Objective:**

Strengthen the capacity of health personnel to provide comprehensive quality care to PLWHA, including migrants.

To achieve this overall objective, these specific outputs will need to be achieved:

* Online course developed within the DPVIH Training Program on HIV service delivery for PLWHA and migrants for health personnel of selected health facilities.
* Health services staff with academic certification received.
* Course developed and delivered to the School of Public Health, so that it can be delivered within their learning platform.

This consultant will report to the LHSS Peru HIV Technical Officer.

**Expected tasks**

1. Develop a work plan that details the steps for the development, implementation and certification of the online course, the adaptations to the institutional web platform to deliver the course, as well as the work processes with the DPVIH of MINSA for the approval of the contents, and with ENSAP for the adaptations of the modules for their subsequent delivery to the School of Public Health.
2. Prepare the Syllabus of the course and hold review meetings with the DPVIH, to obtain their respective approval.
3. Coordinate with ENSAP to know their requirements and methodology for the courses to be taught, as well as for the formats of the products to be delivered to ENSAP at the end of the consultancy.
4. Coordinate with the Regional Health Directorates of DIRIS Lima Norte and Lima Centro, as well as DIRESA La Libertad and Piura, for the enrollment and attendance of the HIV service professionals selected by the coordinations.
5. Deliver the course on the institutional platform for a minimum of 60 participants and a maximum of 70.
6. To certify the participants who pass the requirements considered in the agenda.
7. Prepare and deliver a report on the training process, containing the respective sources of verification.
8. Deliver the course to ENSAP, so that it can replicate it using its institutional platform.
9. Prepare and deliver a Final Report on the entire consultancy process.

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| **Deliverables** | **Due Date** | **%** |
| Report 1 Work plan, which should include the specific objectives, the methodology to be developed in the elaboration of the course and its implementation, the activities and the respective calendar. | 18-Jul | 15% |
| Report 2: Methodological proposal for the course, including the design and validation of the structure of the course with DPVIH, the design of contents with thematic specialists, and proposal of support materials. | 8-Aug | 40% |
| Report 3: Final report of the course, with details of the training process, and list of those who passed the course and received their certification. | 12-Set | 25% |
| Report 5: Course materials formatted and adapted to the requirements of the School of Public Health, for incorporation into its training platform  | 20-Set | 20% |

**Organizational Qualifications:**

1. Educational institution with experience in post-graduate health training.
2. At least five years of experience in training topics related to infectious diseases, especially HIV and/or STIs.
3. Experience in the development of training materials and delivery of training.
4. Capacity of awarding credits and/or certification to those who meet the requirements of the course.
5. Experience working with the Ministry of Health, especially with the DPVIH and/or the ENSAP.

**Team Leader Qualifications:**

* Bachelor's degree in Health Sciences, or Social Sciences or similar.
* Postgraduate studies in Epidemiology, Public Health or Infectious Diseases.
* At least 10 years of relevant work experience and 6 years of experience related to university and/or post university education.
* Experience working on HIV prevention and/or treatment issues, as well as with affected or most prevalent communities.
* Knowledge of the organizational structure of the Ministry of Health and the functioning of HIV care services.
* Ability to work with interdisciplinary teams, report writing and data management.
* Demonstrated ability to work effectively with government counterparts, as well as regional, sub-regional and national stakeholders.

**SECTION 2 – INSTRUCTIONS TO OFFEROR**

1. **POINT OF CONTACT**

Proposal should be submitted electronically via email to no later than **6:00 pm (Lima) on June 30, 2022**, to: Victor\_Llontop@abtassoc.com with a copy to Ricardo\_Chuquimiavidal@abtassoc.com.

1. **QUESTIONS**

Questions must be submitted in writing to: Ricardo Chuquimia at Ricardo\_Chuquimiavidal@abtassoc.com by 2.00 p.m. (Lima) on June 24, 2022.

To ensure the integrity of the proposal process, communications with anyone other than the issuer of this solicitation will not be considered in the award decision and may be grounds for rejection of your proposal.

Questions must be submitted in writing by the date and time stated above to allow sufficient time to provide all solicitants a response. Questions received after that time may not be answered prior to the proposal due date.

If any discrepancy, omission, or ambiguous information is found in this proposal package, please notify the issuer of the solicitation and cite the specific section in question.

Answers to any inquiry will be communicated simultaneously to all prospective solicitants if the information provide within is necessary to submit a proposal, or the lack thereof would be prejudicial to other solicitants, ensuring the consistency of the proposal process. The source of the inquiry will not be disclosed.

1. **RESPONSIVE PROPOSALS**

Solicitants must examine all instructions, forms, terms, and specifications in the proposal documents and submit proposals in accordance with those provisions. Failure to submit all required information or submission of a proposal not responsive to the proposal documents may result in the rejection of the proposal.

That being said, solicitants are invited to be innovative in their proposals. Meeting or exceeding Abt’s stated objectives with less expenditure or in a shorter timeframe will be looked upon favorably.  Any alternative solutions should be clearly noted and detailed in the technical proposal section of your response.

1. **CURRENCY**

All proposals must be stated in Soles. Abt intends to award the subcontract in Soles, with payments denominated in Soles.

1. **PAYMENT TERMS** –

Abt requests solicitants to offer their best payment terms. Payment terms will be taken into consideration during the proposal evaluation process.

1. **DOCUMENTS REQUIRED WITH PROPOSAL**:
2. 1. Representations, Certifications, and Other Statements of Offerors Form **PROPOSAL FORMAT**

**A. General Preparation of Proposal:**

1. Offerors are expected to review, understand, and comply with all aspects of this RFP.
2. Each offer shall furnish the information required by this RFP. Technical & financial proposal signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office.
3. Offerors should retain for their records one copy of the proposal and all enclosures which accompany it.
4. Proposal shall be split into two separate parts: (1) Technical; and (2) Cost. The formats for each of these parts of the proposal are set forth below.

**B. Technical Proposal Format**

The Technical Proposal will be submitted in Spanish language, typed, on company letterhead, single-spaced, with each page numbered consecutively (maximum 2 pages total, excluding the annexes). The technical proposal should be specific, complete and presented concisely. Proposal should demonstrate the organization's capabilities and expertise with respect to achieving the goals of this program. Offers are invited to present the following sections:

**a**. **Cover Page**

1. State that the technical proposal is made to the LHSS and Abt Associates Inc.
2. Provide the full legal name, address, telephone and fax number of the organization submitting the proposal, and the date of submission.

**b.** **Technical Approach**

This section should include a narrative or outline presentation describing how the Scope of Work will be accomplished – as well as a suggested plan for carrying out the Scope of Work (SOW). The offeror must also include a timeline showing the dates when activity milestones will be met and deliverables will be submitted to Abt Associates for approval.

**c. Management plan (not to exceed 2 pages, excluding resumes**)

The plan should specify the role and estimated amount of time each staff member will devote to the project and/or specific components within the project. The management plan should also describe how the organization would coordinate its activities with the LHSS. CVs for the staff assigned to the project shall be attached as an Annex to the proposal.

**d. Firm Experience and Past Performance (2 pages):**

The Offeror should provide corporate capabilities and past performance statement that include the following components:

a. A background summary outlining the Offeror’s expertise.

b. A description of specific experience that is relevant to the statement of work.

c. A current list (within the past 3 years) of relevant customers or financiers with references that can be contacted (please provide names and current phone numbers or email addresses). The list should include at least two references from completed projects that can attest to the Offeror’s competency in conducting similar qualitative research assignments.

**C. Cost or Business Proposal Format**

**Instructions for Preparation of the Cost or Business Proposal**

The Cost or Business Proposal is to be submitted under separate cover from the technical proposal. Certain documents are required to be submitted in order for Abt Associates to make a determination of responsibility. There is no page limitation on the Cost or Business Proposal.

A detailed budget with an accompanying budget narrative that provides in detail the rationale for proposed costs. The budget narrative should provide information regarding the basis of estimate for each line item, including reference to sources used to substantiate the cost estimate (e.g. organization’s policy, payroll document, vendor quotes, etc.). The Offeror must propose costs that it believes are realistic and reasonable for the work in accordance with the Offeror’s technical approach.

The Cost or Business Proposal shall also include a statement indicating that the proposal remains available for acceptance by Abt Associates for a minimum of ninety (90) calendar days after the closing date of this RFP. The transmittal letter must include a summary of the proposal and its total cost and be signed by an individual authorized to commit the organization. As part of the Cost or Business Proposal (Attachment 2) and shall include:

**Budget Breakdown**

Break down proposed costs in sufficient detail in the attached budget template to permit cost analysis. The budget shall be denominated in local currency only.

Cost estimates must be submitted in Excel format using the attached budget template. The file must be unprotected and there should be no hidden columns/rows/cells. Each cost element must include a basis for estimate or rationale. Any budget submitted without explanatory notes or in a different template will not be accepted and the proposal will not be considered.

The budget template contains a budget tab explaining each category

**SECTION 3 TERMS AND CONDITIONS**

1. The following terms and conditions, supplements, representations and certifications are applicable and will be incorporated in any subcontract awarded as a result of this solicitation:

* Prime Contract Flowdowns (Attachment 2)

2. Incurring of Costs

This solicitation does not commit Abt to pay any costs incurred in the submission of any proposal, or incurred in making necessary studies or designs for the preparation thereof, or to acquire or contract for any service.

1. Proprietary Information

Offerors must identify any drawings, and or data, that are of a proprietary nature contained within their proposal. Abt will not receive or provide any proprietary information without an executed Proprietary Information Agreement. Abt assumes no obligation of confidentiality for anything transmitted in a proposal package that is not properly identified.

1. Rights of Abt

Abt reserves the right to:

* Amend by addenda any part of this solicitation;
* Reject any or all offers received in response to this solicitation;
* Waive informalities or minor irregularities in offers received;
* Enter into discussions, clarifications, or negotiations with offerors on any or all aspects of their proposal;
* Accept any proposal in whole or in part without prior negotiations;
* Cancel and/or reissue this solicitation;
* Award one or more contracts to one or more offerors; and
* Retain all proposals submitted in response to this solicitation as the property of Abt.
1. False Statements

Offerors must provide full, accurate, and complete information as required by this solicitation and the documents incorporated herein. The penalty for making false statements in proposals is prescribed in 18 U.S.C. 1001, and applicable to all federal contracts.

**SECTION 4 – EVALUATION AND REVIEW INFORMATION**

**1. EVALUATION CRITERIA**

Proposals received in response to this RFP will be evaluated using the evaluation criteria set forth in this Part.

The criteria presented below have been tailored to the requirements of this RFP that Offeror should address in their proposal, and to set standards against which the proposal will be evaluated. Proposals will be evaluated in accordance with the evaluation criteria set forth below:

**Technical Proposal**

* Technical Approach overall responsiveness and understanding to the Statement of Work (40 points)
* Previous experience in the training process for health professionals (30 points)
* CV of the team, including team leader and other team members, teachers and support staff (30 points).

| **Evaluation Criteria** | **Sub-criteria Points** | **Total Points** |
| --- | --- | --- |
| 1. **Firm Past Performance Experience and team espertise**
 | **60** |
| 1a | Previous experience in the training process for health professionals | 30 |  |
| 1b | Team expertise, evaluated by the CVs of the team leader and key team members.  | 30 |  |
| 1. **Technical Approach and Methodology**
 | **40** |
| 2a | Technical Approach overall responsiveness and understanding to the Statement of Work, including feasibility and reflecting a strong technical approach to implementation | 40 |  |
|  |  |  |  |
| **Total Technical Proposal** | **100** |

**Cost Proposal**

Cost Proposal evaluation will be based upon the cost proposal and the supporting narrative provided by the offeror. Cost proposal will be evaluated but will not be assigned a score. The evaluation of cost will include a determination of cost realism, completeness, and reasonableness. See **Attachment 1 - Cost Application (Budget notes and Budget Template)**

* + (1) An analysis of the proposed cost will be conducted to determine the validity and the extent to which it reflects performance addressed in the technical proposal.
	+ (2) Cost/price evaluation will be performed to determine whether the proposed cost/prices are realistic for the work to be performed, reflect a clear understanding of the requirements, and is consistent with the unique methods of performance set forth in the offeror’s technical proposal and budget narrative.
	+ (3) A cost realism analysis may be performed to determine whether the proposed costs and level of effort are realistic for the work to be performed under the RFP, reflects a clear understanding of the requirements, and is consistent with the unique methods of performance set forth in the offeror’s technical proposal and budget narrative. This evaluation is conducted with the expectation of adequate cost/price competition and will rely heavily on market forces to determine whether the proposed cost/price is fair and reasonable. The comparison of proposed cost/price in response to this solicitation is the preferred technique for this evaluation. Abt may also compare the proposed cost/price to historical cost/price paid for the same or similar services or independent estimates. Other techniques and procedures if deemed necessary, may be used to ensure proposed cost/price is fair and reasonable.

**2. SELECTION**

Abt intends to make the award without discussion however if discussion is necessary Abt may establish a competitive range composed of the most highly rated proposals and request final offers.

Abt intends to select a winning offer based on the criteria listed above. Abt Associates will determine the overall proposal score by using the tradeoff method to select the best value offer taking into consideration the evaluation for the technical and cost proposals. The cost proposal will be evaluated separately with all factors other than cost or price, when taken together, are of more importance than cost or price.

Abt is not obliged to award a contract on the basis of lowest proposed cost or highest technical evaluation score. Abt will make the award to the Offeror whose proposal offers the best value, considering both technical and cost factors. Abt Associates reserves the right to reach a final decision based on its overall judgment.

The resulting award will be subject to Abt’s standard terms and conditions and applicable Prime Contract terms and conditions. They are available by request.

**Attachment 1 - Cost Application (Budget notes and Budget Template)**

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| **LHSS PROJECT** |
| **Budget Instructions** |
|  |
| In the Budget Template please include all expenditures connected with the proposed activity and include budget narrative explaining each line item expense.  |
|
| 1. Salary – This section includes the salaries of the employees that are involved in the project implementation. When explaining this section indicate the name of the employee, his/her position in the project, state whether wages are based on annual salary or hourly wage, the amount that will be paid to each of the employees and the amount of work time that he/she will spend on the project |
| 2. Fringe – This section includes those taxes and benefits that the employer must pay for an employee that are required by law. When listing fringe benefits in your budget, be sure to note “Standard Government Fringe Benefits Package as Required by Law,” in case a reviewer does not know what fringe benefits include. |
| 3. Consultants – This section includes all expenses to be paid from to the individual consultants. For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project.  |
| 4.   Travel & Transportation – This section includes any travel and or transportation expenses anticipated for the activity. (i.e gas/ mileage costs for in country travel across regions, car rental etc). In your budget narrative explain the goal of travel, destination, rental of transportation (transportation lease should be attached). If long-distance travel, indicate fare, lodging cost and per diems. |
| 5. Other Direct Costs – This section includes direct costs associated with implementing the activity. List any expenses for telephone, fax, mail, purchase of office supplies, expenses for making copies of handouts, etc. |
| 6. Equipment – This section includes direct costs associated with implementing the activity. List any expenses tied to the purchase or lease of equipment, computers, furniture etc., noting that certain categories of acquired goods may require the approval of USAID prior to purchase. |

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|  |
|  |   |   |   | **Total Cost** | **Narrative Budget** |
| **Cost Category**  | **Unit** | **Unit Cost** | **Quantity Required** | (C) |
|   |   | (A) | (B) | (A x B) =C | (provide narrative description per line item) |
| **1. Salaries (Name, Position)** |   |  |  |  |  |
|  |   |  |  | **0.00** |  |
|  |   |  |  | **0.00** |  |
|  |   |  |  | **0.00** |  |
|  |   |  |  | **0.00** |  |
|   |   |   |   | **0.00** |   |
|   |   |   |   | **0.00** |   |
| **Sub-total, Salaries** |  |  |  | **US$ 0** |  |
|  |  |  |  |  |  |
| **2. Fringe Benefits** |   |   |   | **0.00** |  |
|  |   |   |   | **0.00** |  |
|  |   |   |   | **0.00** |  |
|  |   |   |   | **0.00** |  |
|  |   |   |   | **0.00** |  |
|  |   |   |   | **0.00** |  |
| **Sub-total, Fringe Benefits** |  |  |  | **US$ 0** |  |
|  |  |  |  |  |  |
| **3. External Consultants**  |   |  |  | **0.00** |  |
|  |   |  |  | **0.00** |  |
|  |   |  |  | **0.00** |  |
|  |   |  |  | **0.00** |  |
| **Sub-total, External Consultants** |  |  |  | **US$ 0** |  |
|  |  |  |  |  |  |
| **4. Travel and Transportation**  |   |  |  | **0.00** |  |
| A. In Country Travel (Destination) | Trip | 0.38 |   | **0.00** | Rate: Mile= PEN |
| B. Meals & incidental expense | Day |  |  | **0.00** | Apply foreign Per Diem rates / Peru |
| C. Accommodation |   |  |  | **0.00** |   |
| **Sub-total, Travel & Transportation**  |  |  |  | **US$ 0** |  |
|  |  |  |  |  |  |
| **5. Other Direct Cost** |   |   |   | **0.00** |  |
| A. Communications  |   |   |   | **0.00** |   |
| B. Other expendable goods |   |   |   | **0.00** |   |
| C. Printing & duplication  |   |   |   | **0.00** |   |
| D. workshop session |   |   |   | **0.00** |   |
| E. Other (please specify) |   |   |   | **0.00** |   |
|   |   |   |   |  |   |
| **Sub-total, Other Direct Cost** |  |  |  | **US$ 0** |  |
| **Grand Total**  |  |  |  | **US$ 0** |  |
| **6. Fee or Profit** |  |  |  |  |  |
| **Grand Total**  |  |  |  | **US$ 0** |  |