

MEARL System Long term Contract Request for Proposal

Statement of Work:

This Request for Proposal is aimed at soliciting proposals from qualified individuals and organizations interested in providing long-term support services to NCBA CLUSA and its programs, funded by the United States Agency for International Development and the United States Department of Agriculture. This request calls for an established contractor with demonstrated experience and knowledge of the DHIS2 systems as well as experience working with international development programs and an understanding of the reporting requirements associated with such programs. NCBA CLUSA anticipates starting up of several programs at once around the world and requires a MEARL system to collect, aggregate, and analyze the data collected.

General Information:

Donors	USAID and USDA
Duration	Minimum 1 year with possible extension
Structure	This is a blanket purchase agreement. NCBA CLUSA is looking for a standardized set of services that can be applied to each new program that starts up.
Budget	Applicants can propose fees for deliverables and a timeline that totals a value within the range \$50,001 and \$250,000

Service Deliverables:

At the conclusion of the Project Term, the selected contractor will have completed the following tasks and implemented and/or delivered the following deliverables to the full extend of their proposal.

- a. Needs Assessment: Selected contractor must provide a needs assessment within the first month of project that outlines challenges facing NCBA CLUSA's MEARL Department and forecasts solutions on system improvement with DHIS2.
- b. System Development: Based on workplan developed from the needs assessment, implement DHIS2 system for new programs following the donor approved MEL plans and working in close collaboration with NCBA CLUSA staff. Please provide an estimated timeline and Level of Effort (LOE) for system development for one program and propose in your budget how many program systems you can complete throughout the duration of the project.
- c. Testing and Quality Assurance: Upon launching the system, provide timely and consistent quality assurance of the system to NCBA CLUSA's global MEARL team.
- e. Deployment and Training: NCBA CLUSA requests all proposals submitted to include time set aside to train staff on use of tools.
- f. Ongoing Support: Offer continuous technical support and maintenance throughout the collaboration period to address any issues promptly.

Budget and Timeline:

For a blanket purchase agreement, please propose basic rates for all services requested in the section titled "Service Deliverables". The structure of this contract will allow NCBA CLUSA to request services on an as-needed basis throughout the duration of the contract. NCBA CLUSA reserves the

right to request as many or as few deliverables as deemed necessary throughout the duration of the contract. Please provide timelines and LOE requirements associated with each deliverable you submit. For example, if you propose an organization wide needs assessment you must indicate how many days that will take, and whether or not other deliverables can be produced or provided concurrently.

Terms of Project:

NCBA CLUSA will provide payment in full upon receipt of deliverable and associated reporting. NCBA CLUSA will provide this payment within 30 days of receiving the invoice and payments will be informed by the submitted budget of the selected contractor.

Management – The selected vendor shall assign a Project Director or representative for this project. NCBA CLUSA shall assign individuals to represent it and safeguard its interests for purposes of coordination, oversight and quality validation.

Reporting Requirements: The selected contractor will be required to submit a monthly report on status of deliverables, ongoing support provided, and updates on goals outlined in the needs assessment. In addition to reporting, the selected contractor and their designated representative will have consistent meetings with NCBA CLUSA representatives as per the management section above.

Conditions of Application:

Companies wishing to carry out this activity must send the following items (12-point Times New Roman font) in the order specified below to be considered during selection:

a. **Technical proposal**

The technical proposal (4 pages max.) must reflect how the offeror will carry out the tasks included in the work including DHIS2 system design, trainings, and support infrastructure.

b. **Financial application**

The candidate contractor will propose a realistic estimate of the cost of this initiative, including a detailed budget, which details cost associated per deliverable, and a summary budget detailing potential profit margins or price discounts as a separate line item. Only costs directly associated with proposed activities and linked to deliverables will be accepted. Please provide an explanation of costs in the line items.

c. **Organization**

Companies must briefly list and describe their history, management structure, current projects/services, current geographic scope, and experience.

d. **Proof of Experience**

Applicants will have to demonstrate their experience in similar procurements by providing a list of all contracts, cooperative agreements, and/or other evidence involving similar or related work during the last four years. Additionally, the applicants must submit letters corroborating similar work from at least two (2) references' including contact details and amounts as necessary.

Criteria for the evaluation of the proposal

The following criteria are those under which all proposals will be judged:

1. Detailed technical understanding of DHIS2, technical background, and scope and volume of proposed services. (35%)
2. Cost realism, budget justification and effectiveness. Given it meets these standards, competitive budgets and any discounts will receive a higher score. (35%)
3. Experience of individual and/or company with USG and/or other related projects (10%)
4. Demonstrated experience with similar projects in scope and references (20%)
5. Incomplete proposals will be disqualified.

Application Deadline

Applications will be accepted in English and must be submitted to Dcollison@ncba.coop and with single spacing and numbered pages containing the name of the applicant by 11:59 pm Eastern Time on Friday, October 6. Any Applications received after this time will not be considered.

Questions about this RFP will be received via Dcollison@ncba.coop no later than 11:59 pm Eastern Time on Friday, September 29. Questions will be addressed and posted publicly as an attachment to the RFP.

Please include the name of the person in your organization sending the application, as well as the phone number, and e-mail address, and any additional pertinent information.

NCBA CLUSA reserves the right to modify the terms of reference / geographical areas before the project begins.