

REQUEST FOR PROPOSAL (RFP)

RFP Number:	USDA2026-01
Issuance Date:	May 12, 2026
Closing/Submission Date:	May 26, 2026 1700 EDT
Submission Location:	Washington, DC

SECTION A: REQUEST FOR PROPOSAL (RFP) OVERVIEW

RFP No: USDA2026-01

RFP Title: Proposal Preparation and Monetization Agent Services USDA Food for Progress 2026

RFP Issued By: NCBA CLUSA

Issuance Date: May 12, 2026

Submission of Questions regarding the RFP:

Questions regarding the RFP should be submitted in writing to jmanning@ncba.coop no later than May 20, 2026. NCBA CLUSA will send answers to questions to all registered parties.

Closing/Submission Date and Time: May 26, 2026 1700 EDT

Language of Applications: The applications must be in English.

Instructions for Submission of Applications:

To be considered, one electronic copy of the complete application must be delivered to NCBA CLUSA's Washington, DC office by the closing date and time. See Section E of the RFP for detailed delivery instructions.

Estimated Period of Performance: The estimated period of performance is three to five years.

Award:

An Agreement for preparation of the monetization section of the anticipated proposal to be Submitted to USDA. A successful applicant will be named as a monetization agent in the submitted proposal. Upon notification of Award, a Monetization Agent Services Contract is anticipated. Final execution of the contract with the successful applicant is subject to non-objection by USDA for the use of the successful applicant as NCBA CLUSA's Monetization agent.

Issuance of this request for applications does not constitute an award commitment on the part of NCBA CLUSA, nor does it commit NCBA CLUSA to pay for costs incurred in the submission of an application.

SECTION B: DESCRIPTION OF SERVICES/GOODS

NCBA CLUSA anticipates submitting one or more proposals under the USDA Food For Progress 2026 Solicitation. NCBA CLUSA is soliciting monetization agents on a per-country basis. Potential countries include but are not limited to Bolivia, Ecuador, Morocco, the Philippines, Bangladesh, Sri Lanka, and Thailand.

NCBA CLUSA, AT ITS SOLE DISCRETION, MAY AWARD SEVERAL, ONE, OR NO CONTRACTS FOR SERVICES TO ONE OR MORE APPLICANTS.

Funding for any award is anticipated to come through the sale of commodities up to \$35 Million to be made to local buyers in the determined country(ies). It is possible that there may be multiple shipments/consignments/tranches of US-origin commodities. Export dates from the United States are anticipated to commence in 2027. Proceeds from the sale will be wire transferred to a designated bank account specified by NCBA CLUSA.

Work, as required, to be performed by “Monetization Agent” (hereinafter known as “Agent”) will include, but not necessarily be limited to, the following.

- A. Preparation of the monetization section of the proposal, to include, but not necessarily be limited to:
 1. Special Needs and Distribution:
 - a. Transportation and Storage
 - b. Processing and Packaging
 - c. Duty Free Entry
 - d. Economic Impact
 - e. Ration Justification (Not Applicable)
 2. Monetization
 - a. Monetization impact assessment methodology
 - b. Pricing analysis over time
 - c. Substitute commodity analysis
 - d. Impact on Other Sales
 - e. Private Sector Participation in Sale of Commodity
 - f. Sales Proceed Usage Activity Implementation (To be completed in collaboration with NCBA CLUSA)
 - g. Assuring Receipt Procedures
 - h. Market distortion risk analysis and mitigation measures
 - i. Cost recovery sensitivity analysis and alternative commodity scenarios
 3. Commodity
 - a. Commodity(ies) to be monetized
 - b. Estimated sale price
 - c. Estimated tranche amounts and frequency
 - d. Cost recovery analysis, including methodology and assumptions
 - e. Estimated market demand and buyer capacity
 - f. Estimated freight and logistics considerations
 4. Proposal Compliance and Deliverables

- a. Structure all proposal deliverables in compliance with USDA Food for Progress FY2026 requirements
 - b. Prepare all monetization documentation in FAIS-ready format using USDA terminology and required tables
 - c. Ensure responsiveness to USDA evaluation and scoring criteria related to Commodity Management
 - d. Support NCBA CLUSA in maximizing technical scoring and proposal competitiveness
5. Other Requirements
- a. Any additional information or analysis required by USDA as identified in the applicable Food for Progress Notice of Funding Opportunity (NOFO). The Agent will also provide NCBA CLUSA with guidance and recommendations to strengthen the monetization section and improve the competitiveness of the overall application.
- B. Agent, upon award, will prepare the USDA required Monetization Plan, which includes, but is not limited to a US-origin Commodity(ies) import market supply and demand analysis and assessment of each buyer's commodity and cargoes.
- C. Agent will advise USDA and NCBA CLUSA on the best option for selling the commodity(ies).
- D. Agent will provide a market trend analysis that will allow for recommended sale and shipment plans to maximize revenue from commodity sale.
- E. Agent will provide a market price commodity review.
- F. Agent will provide NCBA CLUSA with a flow chart showing activities to be performed during the monetization process, with a list of responsible persons/offices. Such a flow chart and the activities contained therein will become part of this agreement and the responsibilities of the Agent.
- G. Agent will provide staff, as necessary, to sell US Origin commodities in the respective countries.
- H. Agent will arrange, if needed, for Internal Transportation and Storage of the US Origin commodities, to be paid for under the USDA Food for Progress Program budget.
- I. Agent will provide usual work and services required to conform and comply with all regulations and protocol outlined under the Food for Progress commodity sale and donation as related to the monetization and logistics reports.
- J. Agent will coordinate with other NGO's awarded commodities to avoid potential conflicts and to achieve any efficiency in shipping or storage of the commodities.

- K. Agent will provide required services related to the collection of payment from the sales on behalf of NCBA CLUSA under a power of attorney provided to Agent allowing Agent to do so and transfer such funds directly to the designated bank account.
- L. Agent, if required, will write the “Monetization Plan of Operation,” to be approved by USDA/FAS and further submitted for approval to the Agricultural Counselor or Attaché in the target country as required.
- M. Agent, if required, will contribute to and support development of any monetization-related portions of the Program Plan of Operation and related USDA/FAS submissions, subject to relevant USDA approvals.
- N. Agent will provide regular updated logistics tracking from the time of contract until final delivery of the commodity to the end Buyer.
- O. Agent will coordinate delivery and sale of the commodity between the appropriate USDA offices and the end users to maximize the value of the commodity received and satisfy all the terms of contracts made between the related parties involved. This includes USDA FAS, NCBA CLUSA, USDA KCCO, local legal counsel, vessel owners, vessel shipping Agents, forwarding Agents, banks, customs authorities, and the “final buyers” in the target country. The key to a successful export program is to convey the correct information in a timely manner to the appropriate parties to avoid any delays, losses, and confusion.
- P. Agent will completely review documentation and corresponding letter of credit terms to assure timely payment. This will be completed in collaboration with freight forwarder.
- Q. Agent will provide all parties any requested reports and documentation required by USDA as requested by and on behalf of the NCBA CLUSA.
- R. Agent will assist NCBA CLUSA in securing approval from the Host Country Government if needed for NCBA CLUSA to monetize agricultural commodities. Agent will provide monetization services only after NCBA CLUSA has received the necessary approval to allow them to implement activities in the country of implementation.

SECTION C: APPLICATION AND AWARD PROCESS & FAQs

1. Who can submit applications?

- a. Non-profit entities
- b. For-profit entities
- c. Individuals

2. How to apply

See Section E of the RFP for full instructions on the delivery method and contents of the applications. Incomplete applications might not be considered.

3. What should we do if we have questions or need assistance to prepare an application?

Submit question in writing by May 20, 2026 to JManning@ncba.coop. Telephone inquiries will not be accepted. Answers to questions will be sent out to all registered parties.

4. Amendments to the RFP

Amendments to the RFP will be issued in writing to all parties who have registered their interest with NCBA CLUSA.

5. How do I register to receive notifications or amendments to the RFP?

Any parties who have contacted NCBA CLUSA in writing (electronically to jmanning@ncba.coop preferred) to receive a copy of the RFP are automatically registered to receive amendments and notifications.

6. What is the estimated timeline for submission, notification, award, and implementation?

Applications must be submitted by the due date indicated on the cover page of the RFP.

The selection process will take place mid May April 2026 and Applicants can expect to be notified of decisions on or about May 29, 2026. Final Contract for Monetization Agent Service will be contingent on obtaining USDA approval, if required. Contract activities are expected to begin around October 15, 2026 pending successful completion of negotiations, the results of the pre-award survey, and the checking of references.

The estimated period of performance is three to five years.

7. What type of award will be made?

A Contract for Monetization Agent Services Type Procurement will be made (Contract for Services).

The Applicant should not budget the following in its cost application, as NCBA CLUSA will provide these items to the Contractor:

None.

8. How will applications be evaluated?

Applications will be evaluated by a Selection Committee from NCBA CLUSA. The Selection Committee will use the evaluation criteria in Section D of the RFP to make a selection.

9. What are the minimum eligibility requirements for an application?

The following requirements need to be met for an application to be reviewed:

1. The application must be submitted by the due date and time
2. The application must be complete
3. The application must cover all the services required under this RFP
4. The application must be submitted by an entity legally registered in the United States, and legally able to conduct a commodity sale in any of the priority countries identified by USDA. (<https://www.fas.usda.gov/newsroom/stakeholder-notice-announcing-fy-2026-priority-countries-america-first-international-food>)

10. Can a joint venture submit an application included in the application?

A joint venture is a legal arrangement where two entities jointly undertake work as equal partners. To be eligible for award, a joint venture must be an entity with legal status – please contact Jmanning@ncba.coop to verify whether your joint venture is eligible for award before applying.

A sub-contract occurs when the Contractor subcontracts part of the work to another entity. A sub-contractor can be included in the application so long as the work being done by each entity is clearly identified and defined in the application.

11. Can profit, fee, or a 'contingency' line item be budgeted?

The budget can include profit, fee, but not contingency line item.

12. What will be required for issuance of an award?

NCBA CLUSA may request additional information to clarify or substantiate information provided in the application or may request revisions to the proposed approach or personnel.

After selection, NCBA CLUSA will negotiate a teaming agreement for submission of the subject proposal. Upon award, NCBA CLUSA will negotiate the Contract for Monetization Services with the selected applicant.

A Contract will be awarded after the selected Applicant undergoes a pre-contract assessment to determine the selected Applicant's management capacity and financial capability and after references have been checked.

NCBA CLUSA must obtain USDA approval or non-objection prior to final contract issuance. By submitting, Applicant acknowledges that a contract for services may not be approved by USDA, in which case NCBA CLUSA will have no further obligation to Applicant. NCBA CLUSA will use reasonable efforts to secure approval from USDA for the services of Applicant.

13. What will be required after an award is made?

Section B describes the Services that will be required of the Subrecipient. Periodic meetings with NCBA CLUSA technical advisors will be required.

SECTION D: EVALUATION CRITERIA

Applications will be evaluated in accordance with the criteria set forth below. To facilitate applications, Applicants must organize the sections of their applications in the same order provided in Section E of this RFP.

1. Technical & Cost Evaluation

Criteria <i>To be defined for each subaward</i>	Maximum Possible Points
A. Evaluation Criteria	
Maximum Possible Points : 100	
• Monetization Experience	20
• Regional Experience	20
• Experience with commodities	20
○ CDSO	
○ SBM	
○ Wheat	
○ Rice	
○ Corn	
○ Etc.	
• Technical Writing Sample	15
• References	15
• Monetization Fee	10
Maximum Technical Score:	100

SECTION E: APPLICATION OUTLINE AND GUIDANCE

1. Overview

To be eligible for consideration, applicants must use the Application Outline provided in this section.

The completed application must be delivered to the submission address on or before the submission deadline. After the application submission deadline, the Technical and Cost Application shall be reviewed by the evaluation committee.

The applications should be delivered to one of the following addresses:

1775 I Street, NW, 8th Floor, Washington, DC 20006

- or -

Jhon Manning, jmanning@ncba.coop

Electronic submissions are preferred but not required. NCBA CLUSA encourages applicants to submit prior to the deadline and to request confirmation of application receipt. NCBA CLUSA is not responsible for applications that are rejected by its email servers, security software, or ad- or spam-blocking software, based on email address, domain name, attachments flagged as a risk, or any other reasons.

The technical application should not exceed 5 pages using the page limit guidance listed below. Attachments, cover page, and the cost application are NOT included in the page limit.

If submitted electronically, application must be submitted with the following subject line and file name "Application – RFP USDA2026-01".

Applicants are reminded that presentation and legibility are important factors. Please do not reduce the size of tables or charts to the point that they are not legible. We suggest that you do not submit applications in color or using high-resolution graphics.

Each page should be numbered.

NCBA CLUSA is not responsible for any costs incurred by the Applicant for preparing, submitting, or revising the application.

2. Technical Application Outline

The Technical Application must include the checklist, the following sections (which must be within the page limits set for each section), and attachments.

Technical Application Checklist	
Section 1: Cover Page	(limit of 1 page, use the provided form)
Section 2: Monetization Experience	(limit of 3 pages, using table provided)
Section 3: Regional Experience	Note: monetization and regional experience can be listed in one table.

Section 4: Commodity Experience	(limit of 2 pages, using table provided)
Section 5: Technical Writing Sample	(Attachment: No Limit)
Section 6: References	(Attachment: No Limit)
Section 7: Cost Application (fee)	(limit of 1 page)

3. Application Sections and Contents

The Applicant **must** follow the guidance given in the rest of this section as to required format and contents of the application. The sections have been designed to correspond to the evaluation criteria.

TECHNICAL APPLICATION CHECKLIST

(Please check all that apply and include this page with the application)

Have you?

- Submitted your application electronically to NCBA CLUSA in one single email clearly labeling the application by the required deadline?

Does your Technical application include the following?

- Section 1: Cover Page (not more than 1 page using the form provided)
- Section 2: Monetization Experience
- Section 3: Regional Experience (Section 2 & 3 are in one table, not more than 3 pages)
 - Information on Sub-Subrecipients, if applicable
- Section 4: Commodity Experience (not more than 2 pages)
- Section 5: Technical Writing Sample (No Limit, submitted as attachment)
- Section 6: References (No Limit, submitted as attachment)
- Section 7: Cost Application (Fee) (not more than 1 page)

Application Section 1: Cover Page

[Use this form or create one in this format]

Name of Organization:	Primary Address:
Contact Name: <i>(This must be an individual with the authority to negotiate and enter into a contract)</i>	Telephone:
Title:	Email (at least two):
Type of Entity: <i>(check one)</i> <input type="checkbox"/> Non-Profit <input type="checkbox"/> For Profit <input type="checkbox"/> Other (specify)	Website:
	Year registered in <INSERT Country>:

Authorized Signatory: _____

Name and Title: _____

Date: _____

Request for Proposal: Monetization Agent

Application Section 5: Technical Writing Sample (No Limit, submitted as attachment)

As an attachment, please submit a sample monetization section of an FFPr proposal. There is no page limit, but it is assumed that the submitted sample will conform to the USDA page/character limit at the time the sample was prepared. Please delete all confidential information related to any non-NCBA CLUSA or non-applicant organization, if any.

Request for Proposal: Monetization Agent

Application Section 6: References (No Limit, submitted as attachment)

As an attachment, please submit the name, organization name, contact information, commodity and country, Funder, and most recent monetization date of at least 3 references. While separate references are preferred, references may be the same organization under different monetization programs. References from USDA programs is preferred, but not required.

	Reference Name	Reference Organization	Contact Information	Country & Commodity	Funder	Most recent Monetization Date
1						
2						
3						

Request for Proposal: Monetization Agent

Application Section 7: Cost Application (fee)

(Limited to 1 pages)

Cost Application Section C: Budget Guidance

1. General

- a. Applicant should describe all fees proposed for this contract for monetization services, as well as proposed payment schedule. Any payment will be by invoice only, with supporting documentation, receipts, and approvals if required by USDA regulations.
- b. Provide a detailed supporting budget for any Subcontractor costs proposed as a part of this application.