

Request for Proposals

RFP # RFP-TO2-01-2022 Amendment 3

For the provision of

PPMRm Support and Maintenance

Contracting Entity:  
Chemonics International Inc.  
1275 New Jersey Avenue SE, Suite 200  
Washington, DC 20003-5115

Funded by:  
United States Agency for International Development (USAID)

Funded under:  
Global Health Supply Chain Program-Procurement and Supply Management  
(GHSC-PSM)

Prime Contract Number AID-OAA-I-15-00004; AID-OAA-TO-15-00009

**\*\*\*\*\* ETHICAL AND BUSINESS CONDUCT REQUIREMENTS \*\*\*\*\***

Chemonics is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit. Chemonics expects suppliers to comply with our Standards of Business Conduct, available at <https://www.chemonics.com/our-approach/standards-business-conduct/>.

Chemonics does not tolerate fraud, collusion among offerors, falsified proposals/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported to both USAID and the Office of the Inspector General.

Employees and agents of Chemonics are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination and will be reported to USAID and the Office of the Inspector General. In addition, Chemonics will inform USAID and the Office of the Inspector General of any supplier offers of money, fee, commission, credit, gift, gratuity, object of value or compensation to obtain business.

Offerors responding to this RFP must include the following as part of the proposal submission:

- Disclose any close, familial, or financial relationships with Chemonics or project staff. For example, if an offeror's cousin is employed by the project, the offeror must state this.
- Disclose any family or financial relationship with other offerors submitting proposals. For example, if the offeror's father owns a company that is submitting another proposal, the offeror must state this.
- Certify that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- Certify that all information in the proposal and all supporting documentation are authentic and accurate.
- Certify understanding and agreement to Chemonics' prohibitions against fraud, bribery and kickbacks.

Please contact [PSMProgramMgmtOps@chemonics.com](mailto:PSMProgramMgmtOps@chemonics.com) with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to Chemonics at to [BusinessConduct@chemonics.com](mailto:BusinessConduct@chemonics.com) or by phone/Skype at 888.955.6881.

The purpose of this amendment is to incorporate revisions to the solicitation (changes are described in the attached document), and to request clarification, due to the passage of time.

Offerors are responsible for ensuring proposals are received by PSM Program Management Operations [PSMProgramMgmtOps@chemonics.com](mailto:PSMProgramMgmtOps@chemonics.com) by Tuesday, January 4, 2023, 5:30 PM EST. Failure to comply with the submission date and time will deem any submission afterward "late", rendering the changes unacceptable and it will not be further reviewed or evaluated. Faxed proposals are not acceptable, nor will they be reviewed or evaluated.

**THE RFP-TO2-01-2022 REQUEST FOR PROPOSALS (RFP) IS FURTHER AMENDED AS FOLLOWS:**

1. Section I.2 Chronological List of Proposal Events

**Delete in its entirety and replace it with the following:**

I.2. Chronological List of Proposal events.

The following calendar summarizes important dates in the solicitation process. Offerors must strictly follow these deadlines.

RFP published	December 1, 2022
Deadline for written questions	December 7, 2022
Answers provided to questions/clarifications	December 14, 2022
Proposal due date	January 4, 2023
Anticipated date for top bidders in Competitive Range to return signed confidentiality agreement	January 10, 2023
Anticipated Competitive Range Proposal due date	January 13, 2023
Subcontract award (estimated)	January 31, 2023

The dates above may be modified at the sole discretion of Chemonics. Any changes will be published in an amendment to this RFP.

**Written Questions and Clarifications.** The question period has closed, and responses to questions and amendments are linked [here](#) and posted on the websites where this RFP is posted.

Only written answers from Chemonics will be considered official and carry weight in the RFP process and subsequent evaluation. Any answers received outside the official channel, whether received verbally or in writing, from employees or representatives of Chemonics International, the GHSC-PSM project, or any other party, will not be considered official responses regarding this RFP.

**Proposal Submission Date.** All proposals must be received by the date and time and complying with the instructions as provided in Section I.3.

**Oral Presentations.** Chemonics reserves the option to have select offerors participate in oral presentations with the technical evaluation committee. Interviews may consist of oral presentations of offerors' proposed activities and approaches. Offerors should be prepared to give presentations to the technical evaluation committee within 2 days of receiving notification.

**Subcontract Award (estimated).** Chemonics will select the proposal that offers the best value based upon the evaluation criteria stated in this RFP

2. Section I.3.Offer Submission Requirements

**Delete in its entirety and replace it with the following:**

Offerors shall submit their offers electronically only.

Emailed offers must be received no later than 5:30 pm EST on January 4th, 2023 at the following address:

Natacia Mpanga  
GHSC-PSM Program Management Operations Manager  
PSMProgramMgmtOps@chemonics.com

Faxed offers will not be considered.

Offerors are responsible for ensuring that their offers are received in accordance with the instructions stated herein. Late offers may be considered at the discretion of Chemonics. Chemonics cannot guarantee that late offers will be considered.

Proposals must be submitted electronically only. Late offers will be considered at the discretion of Chemonics.

Separate technical and cost proposals must be submitted by email no later than the time and date specified in I.2. The proposals must be submitted to the point of contact designated in I.2.

The Offeror must submit the proposal electronically **with up to 3 attachments** (5 MB limit) per email compatible with MX Word, MS Excel, readable format, or Adobe Portable Document (PDF) format in a Microsoft XP environment. Offerors must not submit zipped files. Those pages requiring original manual signatures should be scanned and sent in PDF format as an email attachment or signed by using e-signatures.

Technical proposals must not make reference to pricing data in order that the technical evaluation may be made strictly on the basis of technical merit.

Offers must be received by the date and time specified in I.2.

3. Section II.3

**Delete in its entirety and replace with the following:**

**Period of Performance:**

The anticipated period of performance is on/about January 31st, 2023 to September 15<sup>th</sup>, 2023.

**Place of Performance:**

The scope of work can be performed remotely.

#### 4. Section II.4 Deliverables

**Delete in its entirety and replace with the following:**

The successful offeror shall deliver to Chemonics the following deliverables, in accordance with the schedule set forth in II.4 below.

Deliverable No. 1: February monthly project status report, including, pending actions, achievements, and upcoming action plan (based on template provided by project team of approximately 3 pages).

Deliverable No. 2: Scripts for migrating historical data into the PPMRm.

Deliverable No. 3: March monthly project status report, including fixes implemented, bugs resolved, enhancements developed and deployed, pending actions, achievements, and upcoming action plan (based on template provided by project team of approximately 4 pages).

Deliverable No. 4: April monthly project status report, including fixes implemented, bugs resolved, enhancements developed and deployed, pending actions, achievements, and upcoming action plan (based on template provided by project team of approximately 4 pages).

Deliverable No. 5: Draft PPMRm system design document.

Deliverable No. 6: Draft PPMRm system operation and maintenance document.

Deliverable No. 7: May monthly project status report, including fixes implemented, bugs resolved, enhancements developed and deployed, pending actions, achievements, and upcoming action plan.

Deliverable No. 8: June monthly project status report, including fixes implemented, bugs resolved, enhancements developed and deployed, pending actions, achievements, and upcoming action plan (based on template provided by project team of approximately 4 pages).

Deliverable No. 9: July monthly project status report, including fixes implemented, bugs resolved, enhancements developed and deployed, pending actions, achievements, and upcoming action plan (based on template provided by project team of approximately 4 pages).

Deliverable No. 10: August monthly project status report, including fixes implemented, bugs resolved, enhancements developed and deployed, pending actions, achievements, and upcoming action plan (based on template provided by project team of approximately 4 pages).

Deliverable No. 11: Final PPMRm system design document.

Deliverable No. 12: Final PPMRm system operation and maintenance document.

Deliverable No. 13: Latest version of PPMRm source code and letter confirming that the system is operational.

## 5. II.5 Deliverables Schedule

### **Delete in its entirety and replace with the following:**

The successful offeror shall submit the deliverables described above in accordance with the following deliverables schedule:

<b>Deliverable Number</b>	<b>Deliverable Name</b>	<b>Due Date</b>
1	February monthly project status report, including, pending actions, achievements, and upcoming action plan (based on template provided by project team of approximately 3 pages).	February 24, 2023
2	Scripts for migrating historical data into the PPMRm	March 17, 2023 (Note: Due date may be revised depending on when the subcontract is finalized.)
3	March monthly project status report, including fixes implemented, bugs resolved, enhancements developed and deployed, pending actions, achievements, and upcoming action plan (based on template provided by project team of approximately 4 pages)	March 29, 2023
4	April monthly project status report, including fixes implemented, bugs resolved, enhancements developed and deployed, pending actions, achievements, and upcoming action plan (based on template provided by project team of approximately 4 pages)	April 26, 2023
5	Draft PPMRm system design document	May 5, 2023
6	Draft PPMRm system operation and maintenance document	May 5, 2023
7	May monthly project status report, including fixes implemented, bugs resolved, enhancements developed and deployed, pending actions, achievements, and upcoming action plan (based on template provided by project team of approximately 4 pages)	May 29, 2023
8	June monthly project status report, including fixes implemented, bugs resolved, enhancements developed and deployed, pending actions, achievements, and upcoming action plan (based on	June 28, 2023

	template provided by project team of approximately 4 pages)	
9	July monthly project status report, including fixes implemented, bugs resolved, enhancements developed and deployed, pending actions, achievements, and upcoming action plan (based on template provided by project team of approximately 4 pages)	July 27, 2023
10	August monthly project status report, including fixes implemented, bugs resolved, enhancements developed and deployed, pending actions, achievements, and upcoming action plan (based on template provided by project team of approximately 4 pages)	August 29, 2023
11	Final PPMRm system design document	September 8, 2023
12	Final PPMRm system operation and maintenance document	September 8, 2023
13	Latest version of PPMRm source code and letter confirming that the system is operational	September 8, 2023

\*Deliverable numbers and names refer to those fully described in II.3 above.