

Request for Proposal (RFP)

RFP No. SI-09/17 – Fleet Management Tool - GPS Tracker for LSA vehicles

Release Date: September 8, 2017

For: Liberia Strategic Analysis (LSA)

Contractor: Social Impact, Inc.

Funded by: United States Agency for International Development (USAID),
Contract No. LSA-AID-669-C-16-00002

1.0 Introduction

LSA is funded by USAID/Liberia and implemented by Social Impact, Inc. Its purpose is to provide the USAID/Liberia Mission with analytical and advisory services in support of strategic planning, project and activity design, performance monitoring and evaluation, and learning and adapting to contextual changes and implementation challenges in Liberia. The LSA Office is located at UN Drive, Adjacent Gate 3, US Embassy, Monrovia, Liberia.

Through this RFP, LSA seeks to receive proposals from reputable companies with experience working in Liberia and West Africa, providing GPS services to private and Humanitarian NGOs. The terms of this RFP are detailed in the sections below and the Statement of Work for the proposed activity is described in Annex A.

2.0 Instructions to Offerors

I. Offer Deadline:

- a. Offers must be received no later than 5:00PM Coordinated Universal Time (UTC) on Friday, Sept 18, 2017 by email. All offers must be sent to the attention of Cornelius Pearce, Sr., Finance, & Administrative Manager, at cpearce@socialimpact.com, copying Edward Birgells, Chief of Party, at ebirgells@socialimpact.com. Please reference “RFP No. SI-09/17 – “Fleet Management Tool/ GPS” in the subject line of your email. Offers received after this date or time will not be considered in the selection process.
- b. The overall proposal shall consist of two (2) physically separate parts, as follows:
Volume I – Technical Proposal; and Volume II – Price Proposal. Technical Proposals must not refer to pricing.

The Offeror is requested to submit a proposal directly responsive to the terms, conditions, and clauses of this RFP. Proposals not conforming to this solicitation may be categorized as unacceptable, thereby eliminating them from further consideration.

2. **Anticipated Timeline for RFP process:**

September 8, 2017	LSA publishes RFP to potential Offerors
September 12, 2017	Offerors submit questions/clarifications to LSA via Mr. Pearce, at cpearce@socialimpact.com and Edward Birgells at ebirgells@socialimpact.com .
September 13, 2017	LSA provides answers to questions by 5:00PM UTC
September 18, 2017	Offerors submit proposals by 8:00AM UTC
September 21, 2017*	LSA anticipates making the award

*This date is an estimate only and is subject to adjustments by LSA.

3. Specifications: Section 3.0 (below) contains the technical specifications of the anticipated proposals and the required services.
4. Quotations: Quotes must include taxes and any other applicable fees. Offers must remain valid for at least sixty (60) calendar days after submission.
5. Negotiations: Best-offer quotations are requested. It is anticipated that awards will be made solely based on these original quotations. However, LSA reserves the right to conduct negotiations and/or request clarifications prior to awarding a contract.
6. Evaluation and Award: The award will be made to a responsible Offeror whose offer follows the RFP instructions, meets all the specifications, and will be based on the highest scored proposal. In judging the offers, the following criteria will be used with weights applied accordingly:
 - **Technical Approach (40%)** – The extent that the Offeror’s proposal demonstrates a clear and effective overall technical approach to performing the requirements described in technical specifications (Section 3.0) and presents an effective and realistic work timeline.
 - **Past Performance of the Organization and Client References (20%)** – Demonstrated organizational capabilities and experience related to the technical specifications (Section 3.0).
 - **Cost (40%)** —Should be realistic and responsive to technical specifications (Section 3.0). Higher priced cost proposals will receive a correspondingly lower score. To assist in evaluation and comparison of cost proposals, LSA may ask the Offeror for a further breakdown of the price.

The Offeror must furnish comprehensive information in its proposal. A proposal may be eliminated from further consideration before a detailed evaluation is performed if the proposal is considered obviously deficient as to be totally unacceptable or which prices are inordinately high or unrealistically low.

In conducting its evaluation of proposals, LSA may seek information from any source it deems appropriate to obtain or validate information regarding an Offeror’s proposal.

7. **Terms and Conditions:** This is an RFP only. Issuance of this RFP does not in any way obligate LSA (Social Impact) or USAID to award a contract, nor does it commit LSA (Social Impact) or

USAID to pay for costs incurred in the preparation and submission of a proposal.

- a. The anticipated type of contract to be awarded under this solicitation is a Firm Fixed Price Contract. For the purposes of price analysis, Offerors must propose a price in accordance with technical specifications (Section 3.0).
- b. Alternative proposals will not be considered.
- c. Any proposal received in response to this solicitation will be reviewed as submitted and in accordance with the evaluation criteria specified above in Section 6. Evaluation and Award.
- d. The person signing the Offeror's proposal must have the authority to commit the Offeror to all the provisions of the Offeror's proposal.
- e. The Offeror should submit its best offer initially as LSA intends to evaluate proposals and make an award without discussions. However, LSA reserves the right to conduct discussions should LSA deem it necessary.
- f. The authorized geographic code for procurement of goods and services under this contract is USAID Principal Geographic Code 935, any area or country including the recipient country Liberia but excluding any country that is a prohibited source.

3.0 Technical Specifications

Section 3.0 contains the technical requirements and specifications:

Documents required in Offeror submission: Here is the list of documents the Offeror will need to submit with their proposal. If one or more items are missing, the offer may not be considered.

- a. The overall proposal shall consist of two (2) physical separate parts, as follows:
 - a. Volume I – Technical Proposal; and
 - b. Volume II – Price quote. Technical Proposals must not refer to pricing.
- b. Instructions for the Preparation of the Technical Proposal
 - a. The Technical Proposal should provide a straightforward, concise delineation of how the Offeror intends to carry out and satisfy the requirements of the Annex A: Statement of Work. No contractual price information is to be included in the Offeror's technical proposal in order that it will be evaluated on its technical merit.
 - b. Technical proposals shall be limited to at most five (5) pages in total. Pages in excess of five (5) will not be read or evaluated. Page limitations for each subpart of the Technical Proposal are indicated below. The front and back of a single page shall be counted as two pages when information is provided on both the front and back sides of a single sheet. Detailed information should be presented only when required by specific RFP instructions. Items such as graphs, charts, tables may be used as appropriate but will be considered part of the page limitation.

Past performance report forms and client reference are not included in the page limitation. No material may be incorporated in the proposal by reference, attachment, appendix, etc. to circumvent the page limitation.
 - c. Technical Proposals shall be written in English, typed on standard 8 1/2" x 11" paper, single spaced, only 12 font types may be used, with each page numbered consecutively.

Page margins shall be a minimum of one inch at the top, bottom, and each side.

- d. The technical proposal should include the following:
 - i. Technical Approach – limit five (5) pages: The Offeror shall demonstrate its understanding, ability, and overall approach to performing the requirements described in Annex A: Statement of Work.
 - ii. Past Performance of the Organization and Client Reference– Note this section will not contribute to the 5-page limit for the proposal pages. The Offeror shall demonstrate the following:
 - 1. The specialized competence the organization possesses with regard to the requirements described in the Annex A: Statement of Work.
 - 2. A list of all current contracts and subcontracts and those completed within the last three (3) years that are similar in size, scope, and complexity to the Annex A: Statement of Work in this RFP. Additionally, for the three most recent similar contracts, the Offeror shall provide the customer’s name, contract number, contract value, current postal and e-mail addresses, telephone number for a currently available point of contact. These subsections shall be attached as an annex to the Technical Proposal, which will not count against the page limit.
- c. Instruction for the Preparation of the Cost Proposal
 - a. Note the anticipated type of contract to be awarded under this solicitation is a Firm Fixed Price Contract.
 - b. The Offeror must propose prices that it believes are realistic and reasonable for the work in accordance with the Offeror’s technical approach.
 - c. All cost and financial data should be fully supported, complete in detail, and organized in a manner that facilitates review and permits price analysis.
 - i. The Offeror should present a complete budget based on the template in Annex B: Budget Template for Price Proposal
 - ii. All prices shall be itemized and described in budget notes.

I. Annexes:

Annex A: Scope of Work (SOW) – Fleet Management Tool -GPS

Annex B: Suggested Template for Price Proposal, including Budget, and Budget Notes

Annex A: Scope of Work

General Purpose

A proper security risk management requires knowing where your people and assets are at all times. The primary purpose of this fleet management tool, or GPS is to give Liberia Strategy Analysis (LSA) the ability to track and locate staffs and vehicles anywhere in the field to know if they are safe or to quickly raise alarm in an emergency (e.g. car-jacking and theft), via web interface mapping, and reporting, on each project vehicle 24 hours/ 7 days a week.

Additionally, this system features will also monitor vehicle fuel for cost effectiveness and will include the ability to remotely attain telematics data available from the vehicle OBD system and alerts the Operations Manager for timely maintenance of vehicle.

Background

LSA has a small fleet of vehicles, two Nissan Patrol 4x4 Wheel jeep, and a Renault Logan Sedan that are located at the Project Office, UN Drive, adjacent Gate#3 US Embassy, Mamba Point, Monrovia. The two 4x4 wheel jeep frequently travel to the field to facilitate Consultants and LSA staffs performing field-based activities on behalf of USAID Mission. For GPS system compatibility, these are LSA vehicles and model:

No.	Vehicle Description	Year Model	Quantity
1	Nissan Patrol 4x4 WD	2014	2
2	Renault Logan Sedan	2009	1

Technical Requirements

	Meets Specs	Does NOT Meet Specs	Exceeds Specs	
Track Multiple Vehicles Simultaneously				
Map Multiple Vehicles Simultaneously				
Track Current Vehicle Location				
Track and Report Speed				
Track and Report Start/Stops				
Track and Report Vehicle Mileage				
Track fuel volume and location				
Track and Report Vehicle Traveled				
Ability to Add New Vehicles				
Ability to Remove Old Vehicles				

Ability to Create Geo Fences				
24 Hour Vehicle Tracking				
Web Based User Interface (No software)				
Ability to send an emergency call for help through the web interface				
View and Manage Account Online				
Ability to create User defined detailed reports				
Minimum 90 seconds system Updates				
Fleet Manager User Management & Control				

DELIVERABLES

- The selected vendor will be responsible for installing new GPS modules into each vehicle. LSA Operations Manager will coordinate with the vendor to schedule appropriate dates and times to perform the installation while limiting the impact on LSA operations.
- Provide a Monthly subscription fee and installation cost.
- Vendor will supply the GPS devices as per the preferred specs above
- The vendor is expected to provide ongoing technical support either over the phone or in person to LSA if there are technical difficulties with the GPS units or the vehicle tracking system throughout the period of performance.
- Any request for technical support from LSA must be addressed by the vendor within one business day

**Annex B – Suggested Template for Price Proposal, including Budget,
Budget Notes**

Sample Budget

The vendor should prepare a budget that aligns with the basic categories below and expands upon them in line with the proposed technical approach.

1. Cost Breakdown		Rate / Unit Cost	Total Cost
Tracking plate form web-based [REDACTED]			
2. Other Direct Costs (ODCs)			
Training of at most 3 Users [REDACTED] items accordingly]			
Monthly subscription fee			
Maps and software update			
GPS device and installation			
3. TOTAL			