



**REQUEST FOR PROPOSAL (RFP)**

<b>A. RFP no. and Date:</b>	<b>017/2016 – June 6, 2016</b>
<b>B. Subject:</b>	<b>Purchase of Training Courses for ARTC (EWP)</b>
<b>C. Issuing Office/Section:</b>	<b>USAID RDMA, Executive Office 25<sup>th</sup> Fl, Athenee Tower 63 Wireless Road, Bangkok 10330, Thailand</b>
<b>D. Closing date for receipt of questions:</b>	<b>June 16, 2016 – (5pm, Bangkok Time)</b>
<b>Closing date for receipt of proposals:</b>	<b>June 21, 2016 – (5pm, Bangkok Time)</b>
<b>E. Type of Award:</b>	<b>Fixed Price – Purchase Order</b>
<b>F. Basis for Award:</b>	<b>Soliciting competition, evaluation of proposals or offers, award and documentation (FAR Part 13.106)</b>

**Description of Requirements**

The United States government, represented by the U.S. Agency for International Development (USAID), invites qualified companies/individuals to submit cost proposal of the services specified below. This is to support the operation of USAID/RDMA, Bangkok Thailand.

Proposal submission and questions regarding this Request for Proposal (RFP) shall be ONLY via email to [sboomtong@usaid.gov](mailto:sboomtong@usaid.gov) by the time/date specified above.

The award of a contract hereunder is subject to the availability of funds. Issuance of this RFP does not constitute an award or commitment on the part of the U.S. Government, nor does it commit the U.S. Government to pay for costs incurred in the preparation and submission of a proposal. **Please be advised that all interested parties are required to be registered in Dun and Bradstreet and are subject to SAM registration before an award can be made.** Information on obtaining the Data Universal Numbering System (DUNS), can be found at this website: <http://fedgov.dnb.com/webform>. Offerors are also required to register their business on the U.S. Government’s System for Award Management (SAM) at [www.sam.gov](http://www.sam.gov). Information on this process for foreign vendors is available [here](#). Prospective offerors are encouraged to register in SAM prior to the submittal of quotations.

## **I. Introduction**

The U. S. Agency for International Development (USAID) in Bangkok, Thailand plans to offer two-weeks of English Writing Proficiency courses both Basic and Advance commencing consecutively on/about May 15 – 19, 2017 and May 22 – 26, 2017. Each class will consist of approximately 25 different participants from USAID missions located in countries in the Asia region and possibly beyond, including Locally-employed staff (LES) and Third Country National (TCN) and American staff. The training venue will be provided by USAID.

## **II. Background**

USAID is the lead U.S. Government agency that works to end extreme global poverty and enable resilient, democratic societies to realize their potential. In the past few years, USAID has recruited and deployed additional staff, increasing its workforce dramatically and quickly. The Regional Development Mission for Asia (RDMA) in Bangkok serves as a knowledge management platform that works closely with Washington headquarters to provide thought leadership for USAID programs throughout the region and manages the Asia Regional Training Center (ARTC). ARTC is a dedicated training facility to deliver skills-building and specialized technical training to USAID staff.

It is our intent to increase employee performance through tailored English writing courses. USAID has a very diverse, global workforce with many employees having less than five years of USAID experience, and nearly half as many eligible for retirement. USAID is dedicated to strengthening its workforce by mentoring and empowering staff, and placing emphasis on the transfer of experience and knowledge. The training outlined here is to better prepare USAID staff with the tools that are needed to complete their daily writing/editing tasks.

## **III. Services Required**

### **A. Approach**

Training must incorporate teaching methodologies that take into account different learning styles, and cultural language barriers. Given the wide range of talent and years of experience, and a workforce that spans generations, this training must consider what motivates employees with different expectations. Enhanced ability to create, write, and edit both official and person documents is a necessary outcome of this training. Training should be created for delivery to both the supervisory and non-supervisory employees.

The training shall incorporate the following principles:

- Highly participatory, interactive, and experiential for all participants
- Incorporates current and best practices in self-development
- Takes into account USAID's organizational culture
- Facilitates personalization/unique experiences for participants (as opposed to a generalized 'one size fits all'), and
- Sets the stage for ongoing self-development, providing forward-looking opportunity for skills, behaviors and supportive systems to continue to improve well after the training is completed.

## **B. Training courses to be offered:**

- **English Writing Proficiency (Basic)**

This course should be designed for participants whose primary language is not English and who have not had official training in English business writing. The course should focus on experiential learning with hands-on individual and group writing exercises that are relevant to USAID situations and responsibilities and will enhance the quality of written work assignments.

- **English Writing Proficiency (Advance)**

This training is designed for the more senior nonnative English speaker and for the English speaker who needs a refresher on how to create, correct, and be concise with their business writing. It should focus on the advanced issues involved in the drafting of technical documents, initiating memos, and editing documents. It will also need to address how to write clear, correct, and concise paragraphs and multi-paragraph documents, preferably using USAID compliant formatting and style. Methods utilized could include: hands on learning, both individual and group work in writing exercises and coaching sessions.

## **C. Deliverables**

- 1) The contractor will deliver two courses that cover one-week of English Writing Proficiency (Basic) and one-week of English Writing Proficiency (Advance) for up to 25 participants. Any purchase and delivery of books and other printed training material to Thailand are the responsibility of the contractor and must be included in the cost proposal. USAID/ARTC will provide the training venue and access to laptops and projector(s) for presentations.
- 2) A training evaluation survey completed by course participants (after each course), with summarized metrics, will be provided to the ARTC Training Coordinator within three weeks of completion of the second training.

## **IV. Proposal Instructions**

### **A. Technical Proposal**

The offeror shall include in the technical portion of the quotation:

- A brief summary of the topic and learning objective (maximum one page)
- A draft agenda for the Basic and Advance English Writing courses (maximum two pages)
- Demonstrated past experience delivering (within the past three years) similar training to an overseas US Government audience (culturally and generationally diverse) with three references (names and email addresses) (maximum two pages)
- Resume of proposed instructor that describes expertise conducting soft skill training (maximum two pages); the scope of this course requires one instructor only.

## **B. Price Proposal**

Total fixed price quotation – be sure to consider all costs associated with the delivery of these training courses, including but not limited to, preparation of course materials, preparation of course surveys, delivery of courses, airfare, lodging accommodations, meals and incidentals, local transportation, and transport of training materials by express courier. Do not include the cost of the training venue and cost for access to laptops and projector(s) for presentations in your quotation.

## **V. Selection Criteria**

The USAID Contracting Officer will select the successful contractor using a Best Value Approach, both technical and price factors included. The Contracting Officer, at the Government's discretion, may enter into negotiations with one or more offeror to discuss improvements in the proposal and cost deduction. Upon successful negotiation with the vendor, a purchase order will be issued, and a lump sum payment made upon acceptance of all deliverables and within 30 days of receipt of invoice.