



REQUEST FOR PROPOSAL (RFP)

<p>A. RFP no. and Date:</p> <p>B. Subject:</p> <p>C. Issuing Office/Section:</p>	<p>020/2016 – July 19, 2016</p> <p>Purchase of Training Courses for ARTC</p> <p>USAID RDMA, Executive Office 25th Fl, Athenee Tower 63 Wireless Road, Bangkok 10330, Thailand</p>
<p>D. Closing date for receipt of questions:</p> <p>Closing date for receipt of proposals:</p>	<p>July 19, 2016 – (5pm, Bangkok Time)</p> <p>July 29, 2016 – (5pm, Bangkok Time)</p>
<p>E. Type of Award:</p>	<p>Fixed Price – Purchase Order</p>
<p>F. Basis for Award:</p>	<p>Soliciting competition, evaluation of proposals or offers, award and documentation (FAR Part 13.106)</p>

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 spoomtong@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. 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 federal financial management courses, (1) **Fraud Awareness, Detection, and Reporting** and (2) **Financial Management Overview**, to be delivered on/about July 17 - 28, 2017. Each class will consist of approximately 25 different participants from USAID missions located in the Asia region and possibly beyond, including Locally-employed staff (LES), 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.

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. It is our intent to increase knowledge and enhance job performance for USAID financial management personnel, program managers, and staff.

III. Services Required

A. Approach

Training must incorporate teaching methodologies that take into account different learning styles, reading abilities, and cultural language barriers.

Given the wide range of talent, years of experience, and a workforce that spans generations, this training must also incorporate the following principles:

- Highly participatory, interactive, and experiential for all participants
- Current and best practices in federal financial management
- Accounts/allows for adapting to USAID's organizational culture
- Personalization/unique experiences for participants (as opposed to a generalized 'one size fits all'), and
- 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 delivered:

1. Fraud Awareness, Detection, and Reporting

The course provides participants with the knowledge, skills, and techniques necessary to effectively implement and manage USAID programs while minimizing the probability for fraud, waste, and abuse. Participants will be able

to recognize procurement fraud indicators and understanding traditional fraud schemes specific to government contracts.

2. **Financial Management Overview**

This course demonstrates how the components of USAID financial management (budgeting, accounting, reporting, financial operations, auditing, and internal control) fit together in the Agency. Participants will understand how USAID financial processes comply with the Automated Directives System (ADS) and other federal regulations and guidelines such as the AIDAR, FAR, FAM, and OMB Directives.

C. Deliverables

1. The contractor will deliver two courses over a period of two consecutive weeks for up to 25 participants per class. 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 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 course (maximum two pages)
- Demonstrated past experience (within the past three years) delivering 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 skills 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 this two training courses including, but not limited to, preparation of course materials, preparation of course survey, delivery of course, 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.