

REQUEST FOR PROPOSAL (RFP)

RFP #:	FY23-583-USA-430- Freight Forwarder Services
Services Requested:	Delivery of bulk food commodities for the U.S. Department of Agriculture-funded Food for Progress projects in West Africa.
Issuance Date:	Monday, October 10, 2022
Deadline for Responses (Date of Receipt):	Monday, October 17, 2022- 10AM Eastern Daylight Time
Last Receipt Date for Questions:	Thursday, October 13, 2022- 10AM Eastern Daylight Time
RFP Contents and Attachments	<ol style="list-style-type: none">1. Introduction2. Scope of Work & Background3. Instruction to Bidders4. Technical and Financial Proposal Evaluation<ul style="list-style-type: none">• Annexes<ul style="list-style-type: none">➤ Attachment A- Small Business Certification Form➤ Attachment B- Proposal Cover Page

Corus Procurement Ethics

Corus International and its family of organizations are committed to a transparent and ethical procurement process aiming to achieve the best value for money, fairness, integrity, and doing business in compliance with the US government regulations, the beneficiaries, donors, and partners' interests.

Corus does not allow accepting any monetary transaction, gratuity, or compensation of any type from current or potential vendors or suppliers in exchange for or as a reward for a business. Therefore, all potential vendors and suppliers taking part in this solicitation must not offer fraud, bribery, or kickback to an employee or staff of Corus. Any vendor or supplier violating these standards will be automatically disqualified for doing business with Corus in the future.

A comprehensive list of Corus's ethical standards as well as information on how to report any violation pertaining to this solicitation (Corus's Integrity and Ethics Reporting Hotline) is found here: <https://corusinternational.org/ethics-and-policies-corus-international>.

1- INTRODUCTION:

Corus International combines over 150 years of experience of our non-profit and for-profit subsidiary organizations – IMA World Health, Lutheran World Relief, CGA Technologies, Ground Up Investing, and Farmers Market Brands. Together, the organizations take a systematic approach to grow rural economies, eliminate extreme poverty, ensure access to quality healthcare, and respond to urgent humanitarian needs in fragile settings.

Corus leads an ensemble of social impact organizations working together in the world's most fragile settings to deliver the holistic, lasting solutions needed to overcome the interconnected challenges of poverty, health care access and climate change. Corus is a new model in the international space, creating a consortium of specialized non-profit and for-profit entities for greater impact. Our annual budgets have ranged between \$110-130 million a year. Additional growth is expected.

2- SCOPE OF WORK & BACKGROUND

Corus International is seeking to appoint a freight forwarding agent for the delivery of bulk food commodities that are components of its U.S. Department of Agriculture-funded Food for Progress projects in West Africa implemented by its subsidiary, Lutheran World Relief. Corus's role is to solicit information from interested parties, vet applicants for their qualifications, then inform USDA which freight forwarding agent it is appointing to work with Corus's monetization agent and USDA. The final contractual arrangement will be with the relevant government entity.

3- INSTRUCTIONS TO BIDDERS

This RFP constitutes an invitation to prospective Bidder(s) ("Bidder") to submit proposals ("Proposal") for the services described herein.

1. All technical proposals must be in the English language, signed and dated by an authorized employee of the bidder. In addition to requiring documents requested, proposals can include additional items such, i.e., templates, brochures, media, etc.
2. Prospective bidders are under no obligation to prepare or submit proposals in response to this RFP and do so solely at their own risk and expense. Corus will not reimburse any costs incurred related to this RFP.
3. Proposals must be valid for at least **NINETY (90) days** from the Date of Receipt.
4. Evidence of bidder's legal company registration, incorporation or license to do business issued by a competent authority in the country of registration.
5. All bidders should be registered in SAM and have a UEI number. This information should be submitted to Corus as part of the technical proposal.
6. To be considered, proposals must be received by email to the RFP contact email procurement@corusinternational.org no later than 10AM EST on Monday October 17, 2022.

4- TECHNICAL AND FINANCIAL PROPOSAL SUBMISSION:

4.1. Technical

To be considered as Corus's appointed freight forwarder, interested parties should submit information about the company outlined in this Request for Proposals. In addition, interested parties should include a brief narrative proposal (short responses, bulleted responses are acceptable) with no additional attachments as follows:

In no more than 3 single pages, describe:

- The company's experience with USDA Food for Progress programs
- The company's experience managing bulk commodity shipments to West Africa, including a list ports in West Africa where the company has shipped bulk commodities in the past 5 years.
- If delivering bulk commodities to Nigeria, which ports does the company recommend and why.
- The company's approach/history of dealing with claims, particularly in West Africa (nature of claims, ultimate resolution).
- A description of one or more scenarios where the company has worked to minimize losses during bulk commodity discharge in the discharge port.
- A statement confirming company's adherence to USDA's standard/established pay rate for freight agents.
- Any other information pertinent to this solicitation.

Also, please consider quality of proposal approach, proposed strategy and required resources.

4.2. FINANCIAL

Not Required at this stage!

ATTACHMENT A. VENDOR CERTIFICATION

**CHECK HERE IF NON-US BUSINESS PROCEED TO ATTACHMENT B
CHECK HERE IF US SMALL OR TRADITIONALLY UNDERREPRESENTED BUSINESS¹- MARK
BELOW ALL THAT APPLIES**

VENDOR NAME:

1. Vendor is or is not a U.S. based small business? (If “no” – go to question 9, and answer question 9. If “yes” – continue with question 2.)
2. At least 51% of your company is owned by (or is more than 51% of the stock or equity owned by) one or more veterans, AND are the management and daily operations controlled by one or more veterans? YES NO
3. At least 51% of your company is owned by (or is more than 51% of the stock or equity owned by) one or more service-disabled veterans, AND are the management and daily operations controlled by one or more service-disabled veterans? YES NO
4. At least 51% of your company is owned by (or is more than 51% of the stock or equity owned by) one or more LGBTQ, AND are the management and daily operations controlled by one or more minority? YES NO
5. At least 51% of your company is owned by (or is more than 51% of the stock or equity owned by) one or more women, AND are the management and daily operations controlled by one or more women? YES NO
6. At least 51% of your company is owned by (or is more than 51% of the stock or equity owned by) one or more minority (Hispanic, Black or African American, American Indian or Alaska Native, Asian, or Native Hawaiian or Other Pacific Islander people), AND are the management and daily operations controlled by one or more minority? YES NO
7. Is your company a SBA certified small, disadvantaged business? YES NO
8. Is your company a SBA certified HUBZone small business concern? YES NO
9. Are you, is your company, or any one of its principal officers presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal Agency? YES NO
10. What is your company’s UEI #: _____?
11. When does your SAM (System for Award Management) registration expire:
_____?

¹ **Traditionally Underrepresented Business** (definition applicable in the United States): A business whose ownership (defined as having 51 percent or more of the stock or equity in the business) is composed of traditionally underrepresented groups including veterans, women, LGBTQ+, and Hispanic, Black or African American, American Indian or Alaska Native, Asian, or Native Hawaiian or Other Pacific Islander people.

ATTACHMENT B. PROPOSAL COVER PAGE

[Use this form or create one in this format]

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

Authorized Signatory: _____

Name and Title: _____

Date: _____