

CORUS INTERNATIONAL REQUEST FOR QUOTES (RFQ)

RFQ Number:	FY21-246-USA-205 HEAT Training
Purpose:	In partnership with Corus International, The Momentum Integrated Health Resilience (MIHR) Project requests proposals for HEAT training, SOW provided
Issue Date:	August 13, 2021, 2021
Questions Due:	August 17, 2021 (17:00 hrs EST)
Bid Submission Deadline	August 23, 2021 (17:00 hrs EST)
Anticipated Award Date:	September 1st, 2021
Anticipated Award Type:	Fixed Price Contract

INTRODUCTION

MOMENTUM Integrated Health Resilience (MIHR) is funded by the U.S. Agency for International Development (USAID) as part of the MOMENTUM suite of awards and implemented by IMA World Health with partners JSI Research & Training Institute, Inc. (JSI), Pathfinder International, GOAL USA Fund, CARE, and Africa Christian Health Associations Platform (ACHAP) under USAID cooperative agreement #7200AA20CA00005. For more information about MOMENTUM, visit USAIDMomentum.org. The contents of this PowerPoint presentation are the sole responsibility of IMA World Health and do not necessarily reflect the views of USAID or the United States Government.

MIHR is seeking a security firm to conduct two sessions of Hostile Environment Awareness Training (HEAT), one in September for approximately 11 staff and one in November for approximately 10 staff. Additionally, MIHR seeks a security firm to conduct one HEAT refresher course (sometimes called Re-HEAT) in September for about six staff. All personnel is based in the United States, mainly in the Washington, D.C. metropolitan area.

An award will be made to the responsible bidder whose bid is responsive to the terms of the RFQ and is most advantageous to MIHR, considering price or/and other factors included in the solicitation.

All qualified vendors are welcome to apply. Issuance of this RFQ does not constitute an award commitment on the part of MIHR, nor does it commit MIHR to pay for costs incurred in the preparation and submission of an application. Further, MIHR reserves the right to reject any or all applications received.

Corus in partnership with Momentum invites qualified suppliers to submit offers in accordance with the requirements and specifications listed in this document.

Technical Specification / Scope of Work

REQUIRED QUALIFICATIONS

- Access to appropriate facilities for the delivery of HEAT training and/or Re-HEAT training.
- Ability (including premises) to provide training to at least 10 individuals at a time following appropriate COVID-19 mitigations.
- The proposed trainers must have a minimum of five years' experience operating within high-risk environments, coupled with a minimum of ten years' experience delivering HEAT training, and have internationally recognized training qualifications.

RESPONSIBILITIES AND DELIVERABLES

The bidders will deliver a three-day HEAT course to a total of approximately 21 staff members of the MIHR team and a Re-HEAT course to approximately 6 staff to help improve safety and security-related staff knowledge of multiple threats in a hostile field environment. Additionally, attendees must learn better practices for personal management of high-risk situations and stress management. The potential contracting party should propose the detailed content of course/s, which apply broadly to fragile and conflict-affected settings, to the needs of humanitarian and development workers. The training should be centered around the following content (non-exhaustive):

- Security awareness (e.g. risk-reducing behavior, environmental awareness, etc.).
- Basic building safety and security (e.g. ingress and egress, fire safety, protection from intruders).
- Critical incidents (e.g., crisis management, sexual violence, post-incident peer support, psychological first aid)
- First-aid (e.g. catastrophic bleeding, basic CPR, first aid kits, etc.).
- Safe movement and travel safety (e.g. carjacking, vehicle checkpoints, crowds and demonstrations etc.).
- Hostage survival techniques (e.g. conflict management and de-escalation, what to do during an abduction, etc.).
- Weapons and explosives awareness (e.g. improvised explosive devices, active-shooter, indirect fire, cover and concealment, etc.).
- Resilience (e.g. grab bags, stress management, psychology of survival, etc.).

Content should primarily be knowledge-based classroom delivery with interactive exercises and engagement, with a one-half to a full day of simulation-based exercises and debriefing on the last day of training.

Training Delivery:

- The potential Bidders should propose the number of students per course. Training may be open-seat or closed, separate course(s).
- Training must take place within the greater Washington, D.C. metropolitan area and allow for practical and scenario-based training.
- Delivery should commence during 2021.
- Course delivery should include a "pre-read" information pack outlining course content and what participants should expect, including warnings about potential triggers of past trauma where necessary and appropriate.

The below outlines the deliverables for this assignment. The service provider will regularly engage with the MIHR management team to discuss progress.

Deliverable 1: Inception report and time-bound work plan.

Submission of a detailed inception report including delivery timeline, number of students per course, modalities, course content, methodology for monitoring and evaluating the effectiveness of the training, and details regarding the training venue and facilities.

Deliverable 2: Hostile Environment Awareness Training course.

Delivery of two three-day HEAT courses (1st – in early September 2021, 2nd – November 2021) attended by a total of approximately 21 MIHR staff members.

Deliverable 2a: Hostile Environment Awareness Training refresher course (Re-HEAT).

Delivery of one one-day Re-HEAT course in early September 2021 attended by approximately six MIHR staff.

Deliverable 3: Post-delivery report.

Submission of a final post-training report, including evidence of capacity development and recommendations of future activity/ies.

In order to be considered, quotes must be valid for at least 90 days and must include all of the following:

- Complete vendor contact information – including vendors physical address and full legal name.
- The price offered for the needed goods and/or services, i
- Current contact information for at least 3 past customer references.
- Information relevant to demonstrating the vendor's ability to meet Corus 's Evaluation Criteria (see below).
- Please submit offers via email: CGivens@Corusinternational.org

Quotes will be evaluated based on the following Evaluation Criteria:

Ability to meet the Description/Scope of Work/Specifications above
Price and Value
Acceptable Past Performance
Time to complete Scope of Work:

- *Quotes submitted after the deadline has passed or that do not include all of the information requested may be rejected.*
- *By responding with a quote you are accepting the requirements as outlined above, including any delivery requirements and payment terms*
- *This RFQ is non-binding and in no way obligates Corus to award any contract. Corus reserves the right to purchase any or all of the items requested, to adjust quantities if necessary, or to make no purchase. Firm commitment to purchase is not established until a written order is issued by Corus. Corus will not pay for a vendor's quote preparation costs.*
- *Corus procurement staff are instructed not to request or accept any commission relating to this order, and Corus has procedures in place to detect such payments. Please do not offer or pay any such commission, as this could result in your quotation being rejected. Please report any Corus representative asking for such a payment to the following email address: Procurement@corusinternational.org*

As a minimum, offers must show:

- (1) The RFP reference number;
- (2) Signed, dated and stamped offer;
- (3) Company legal entity registrations and/or certifications;
- (4) Audited Financial Report for previous year, or equivalent financial statements;
- (5) Payment and wire transfer instructions;
- (6) The name, addresses (street, email, other), and telephone number of the Bidder;
- (7) A detailed technical description /specification of proposed services being offered in sufficient detail to evaluate compliance with the requirements in the solicitation;
- (8) Terms and conditions of offer
- (9) Price and any discount terms, i
- (10) "Remit to"/"Submit to" address, if different than mailing address;
- (11) Past performance information, to include recent and relevant contracts for equivalent services

ATTACHMENT A. VENDOR CERTIFICATION

CHECK HERE IF NON-US BUSINESS PROCEED TO ATTACHMENT B

CHECK HERE IF PROCUREMENT IS ABOVE \$30,000 (USG Contracts) and \$25,000 (USG Cooperative Agreements and Grants) AND COMPLETE QUESTIONS 10 AND 11.

The NAICS code for this procurement is 423110, and the size standard is 100 employees. For the purposes of this procurement, a small business is one that has 100 employees or less.

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 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 owned by) one or more minority, AND are the management and daily operations controlled by one or more minority? YES NO

4. At least 51% of your company is owned by (or is more than 51% of the stock 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

5. At least 51% of your company is owned by (or is more than 51% of the stock owned by) one or more minority, AND are the management and daily operations controlled by one or more minority? YES NO

6. At least 51% of your company is owned by (or is more than 51% of the stock owned by) one or more women, AND are the management and daily operations controlled by one or more women? 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 DUNS#: _____?

11. When does your SAM (System for Award Management) registration expire: _____?

ATTACHMENT B. QUOTE COVER SHEET

Vendor Name: _____

Physical address: _____

City, State, Zip: _____

Primary Contact: _____

Tel: _____

Fax: _____

Email: _____

Name of Authorized Official to Sign Contract: _____

Title of Authorized Official: _____

Certification: I certify that information provided is true and correct. The offer is valid for a minimum of 90 days.

Signature: _____

Date: _____

ATTACHMENT C. PAST PERFORMANCE

Complete the table below. Please include contact information for past customers that can provide professional references for your organization.

VENDOR NAME: _____

#	Reference Contact Name	Organization Name	Telephone	Email	Date Services Performed	Type of Services Performed