

REQUEST FOR PROPOSAL (RFP)

RFP #:	FY23-596-USA-440
Services Requested:	Design and draft of two Cost Accounting Standards Board Disclosure Statement-CASB DS-1 for LWR and IMA
Contract Type:	Fixed Price Contract
Issuance Date:	Thursday, October 20, 2022
Deadline for Responses (Date of Receipt):	Tuesday, November 15, 2022
Last Receipt Date for Questions:	Tuesday, November 08, 2022
Anticipated Award Date:	December 2022
RFP Contents and Attachments	<ol style="list-style-type: none">1. Introduction2. Scope of Work & Deliverable3. 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 and all other donors' regulations, the beneficiaries, 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, Corus Solutions, 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 \$110-150 million a year. Additional growth is expected.

2- SCOPE OF WORK & DELIVERABLE

Purpose:

Corus anticipates RFPs with the USG to be successful and to ultimately require full Cost Accounting Standards (CAS) Compliance, resulting in the need for a Cost Accounting Standards Board Disclosure Statement (CASB DS-1) for both its subsidiaries, Lutheran World Relief (LWR) and IMA World Health (IMA). The organization desires to draft the CASB DS-1 statements and bring other systems, policies and procedures in-line with requirements. Therefore, we also desire a primer/guide of basic requirements for CAS Compliance to help us begin preparing for the eventuality.

Objective:

Draft and design of two Cost Accounting Standards Board Disclosure Statements – CASB DS-1’s - for LWR and IMA as well as a primer/guide PowerPoint on basic requirements for CAS Compliance that we can start implementing now

Deliverable:

1. CASB DS-1 for Lutheran World Relief
2. CASB DS-1 for IMA World Health
3. Primer/Guide PowerPoint on Basic Requirements for CAS Compliance

3- INSTRUCTIONS TO BIDDERS

RFP: This RFP constitutes an invitation to prospective Bidder(s) (“Bidder”) to submit proposals (“Proposal”) for the services described herein. It consists of (1) Cover Page, (2) Overview, (3) Scope of Work (4) Instructions for Bidder(s).

An open period for submitting questions will begin on the issuance date of the RFP. All questions MUST be submitted to the RFP contact email procurement@corusinternational.org no later than close of business on **Tuesday, November 08, 2022**. Questions will be compiled, and responses sent to all Bidders.

All Proposals must be in the English language, signed and dated by an authorized employee of the Bidder. In addition to require documents requested, proposals can include additional items such, i.e., templates, brochures, media, etc.

In order to be considered, the proposals must be received by email to the RFP contact email procurement@corusinternational.org **no later than 5pm on Tuesday, November 15, 2022**.

Bidders are solely responsible to ensure the timely receipt of their proposals. Proposals received after the date and time required will, generally, not be considered unless no other proposals are received.

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.

Proposals may not be altered or corrected after the Date of Receipt, except when Corus at its sole discretion, may permit correction of arithmetic errors, transposition errors, or other clerical or minor mistakes, in cases in which Corus deems that both the mistake and the intended proposal can be established conclusively on the face of the proposal.

Proposals must be valid for at least **NINETY (90) days** from the Date of Receipt.

4- TECHNICAL AND FINANCIAL PROPOSAL EVALUATION:

4.1. Technical

In evaluating the proposals, Corus will seek the **best value for money**. Specifically, proposals will be evaluated on the basis of the following:

- Quality of project approach, proposed strategy and required resources.
- Technical Experience– Past experience, preferably experience in the international development sector.
- Qualifications- Business licenses, credentials, etc.
- Best price
- Lead time

4.2. FINANCIAL

Rates for proposed approach to tasks in scope of work is for services rendered. If at any time prior to award Corus deems there to be a need for a significant modification to the terms and conditions of this RFP, Corus will issue such a modification as a written RFP amendment to all competing Bidders. No oral statement of any person shall in any manner be deemed to modify or otherwise affect any RFP term or condition, and no Bidder shall rely on any such statement.

Corus may request additional information to clarify or substantiate information provided in the proposal or may request revisions to the proposed approach or personnel. After selection, Corus will negotiate the award cost with the selected bidder. A Fixed Price contract will be awarded after the selected Bidder undergoes a pre-award survey to assess the selected Bidder’s management capacity and financial capability and after references have been checked.

Corus is not bound to accept the lowest bid or any proposal and reserves the right to accept any proposal in whole or in part and to reject any or all proposals.

Corus shall not be legally bound by any award notice issued for this RFP until a contract is duly signed and executed with the winning Bidder.

4.3. Evaluation Criteria

Evaluation Category	Rating - Points
Response to request for CASB DS-1 draft and design	20
Response to request for primer/guide PowerPoint	15
Technical Expertise in this area	25
Past Performance	15
Best Price	15
Lead time	10
Total	100

4.4. Bidders should provide the following part of the offer

- The Technical and Financial Proposal. Shall be stated in US Dollars.

- Evidence of Bidder’s legal company registration, incorporation or license to do business issued by a competent authority in the country of registration.
- Past Performance references from three previous customers for supply of similar goods/services as included in this RFP. Contact details should be included.

4.5. Technical Proposal Outline

The Technical Proposal must include the checklist, the following sections (which must be within the page limits set for each section) and attachments.

Section 1: Cover Page	(limit of one page, use the provided form)
Section 2: Experience	(limit of two pages)
Section 3: Proposed Approach	(limit of eight pages)
Section 4: Management-Implementation	(limit of four pages)
Section 5. Cost	
Section 6. Additional information as needed	

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)	Year registered in <INSERT>: UEI # <INSERT>: SAM Registration Status: <INSERT>:

Authorized Signatory: _____

Name and Title: _____

Date: _____