

REQUEST FOR PROPOSAL (RFP)

RFP #:	FY23-795-USA-529- USDA Food for Progress Consulting
Services Requested:	Seeking for an Expert on USDA's Food for Progress Programs
Contract Type:	Deliverable Based/ Level of Effort (LOE)
Issuance Date:	7/5/2023
Closing Date:	7/20/2023 (5PM- Eastern Standard Time)
Deadline for Responses to the Questions:	7/14/2023- (5PM-Eastern Standard Time)
Last Receipt Date for Questions:	7/11/2023- (5PM-Eastern Standard Time)
Anticipated Award Date:	7/24/2023
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- Budget

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:

Lutheran World Relief is a member of Corus International. 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.

Further details about the organization can be found at: <https://corusinternational.org>

2- SCOPE OF WORK & BACKGROUND

Timeline and Reporting:

Title or proposed position/work: **Expert on USDA's Food for Progress Programs**

Location: **HQ – Washington D.C.,**

Reporting to: **Senior Director, Business Development**

Anticipated Start Date: **7/24/2023.**

Anticipated End Date: **9/30/2024**

Individual: **LOE based (not to exceed 40 days during the mentioned period)**

Corus International is procuring:

Lutheran World Relief (LWR), a member of Corus International, seeks an expert on USDA’s Food for Progress programs for a short-term assignment. The consultant brings programmatic and technical expertise of USDA and can provide guidance to position Corus for future funding activities.

Objective:

To advance Corus’ positioning efforts with USDA Food for Progress, the consultant will collaborate with Corus’ Business Development and Technical team to understand Corus’ USDA vision. Through a series of scheduled meetings, the consultant will participate in discussions to identify Corus’ strengths, weaknesses, and opportunities. Through these discussions, the consultant will support the below envisioned deliverables.

Deliverables/Commodity list with specifications:

Deliverables	Description
1. USDA Engagement Strategy	Develop a targeted engagement strategy for USDA FFPr and Corus that indicates recommendations to Corus for positioning/information sharing meetings, which includes but is not limited to recommended topics to present/share to USDA FFPr.
2. USDA FFPr Capture Strategy FY24	In partnership with Corus’ Business Development and Technical team, the consultant will support the development of the FY24 Capture Strategy, which includes an analysis of Corus’ competitive strengths and weaknesses.
3. USDA FFPr Overview Presentations	Provide Corus staff with topical presentations which may include but are not limited to USDA’s proposal review process and technical areas.
4. Analysis of Corus’ previous USDA FFPr submissions.	In partnership with Corus, identify previous FFPr proposal sections for analysis. <ul style="list-style-type: none">• Provide an analysis of sections submitted by Corus, identifying areas for where Corus can improve how information is framed to USDA and identify gaps in Corus’ information provided to USDA.
5. USDA Food for Progress – Proposal Development Support	<ul style="list-style-type: none">• Serve as a Technical Content Provider, providing donor expertise to the proposal team.• Serve as a red team reviewer for all proposal sections.

Preferred Qualifications and Competences:

- At least 5 years of experience with the USDA Food for Progress funding mechanism.
- Ability to analyze the competitiveness of USDA Food for Progress proposals.
- Deep knowledge of Food for Progress geographic and technical priorities.

Working/Delivery Conditions and other specifications:

Highlight any specific working conditions, travel, duty station, if travel and M&IE are included as part of the consultancy or specific deliverable conditions for commodities.

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, with subject line: **RFP-FY23-795-USA-529-USDA Food for Progress Consulting** to the designated email address no later than close of business on **7/11/2023 (5PM-Eastern Standard Time)**. Questions will be compiled, and responses sent to all Bidders by **7/14/2023- (5PM-Eastern Standard Time)**.

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.

The proposal must include:

- An overview of the consultant’s ability to meet the proposed deliverables, noting any suggested additions (max 1 page)
- A cost proposal indicating the consultant’s daily rate and estimated LOE and timeline for deliverable completion.
- Consultant’s CV (max 2 pages)

In order to be considered, the proposals must be received by email to the RFP contact email procurement@corusinternational.org, with subject line: **RFP-FY23-795-USA-529-USDA Food for Progress Consulting no later than 7/20/2023 (5PM- Eastern Standard Time)**.

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.

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

4- TECHNICAL AND FINANCIAL PROPOSAL EVALUATION:

4.1. Technical

Evaluation Category	Rating - Points
At least 5 years of demonstrated experience with the USDA Food for Progress funding mechanism.	40
Demonstrated ability to analyze the competitiveness of USDA Food for Progress proposals	30
Deep knowledge of Food for Progress geographic and technical priorities	10
Value for Money	20
Total	100

4.2. FINANCIAL

Rates for proposed approach to completing the deliverables in scope of work at hourly flat rate 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 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.

Bidders should provide the following:

Past Performance references from three previous customers for supply of similar goods/services as included in this RFP. Contact details should be included.

Financial Proposal shall be stated in US Dollars.

Prior to submission of any protest, all parties shall use their best efforts to resolve concerns raised by an interested party at the contracting officer level through open and frank discussions.

The following procedures are established to resolve protests effectively:

(1) Protests shall be concise and logically presented to facilitate review by Corus. Failure to substantially comply with any of the requirements may be grounds for dismissal of the protest.

(2) Protests shall include the following information:

(i) Name, address, and fax and telephone numbers of the protester.

(ii) Solicitation number.

(iii) Detailed statement of the legal and factual grounds for the protest, to include a description of resulting prejudice to the protester.

(iv) Copies of relevant documents.

(v) Request for a ruling by Corus.

(vi) Statement as to the form of relief requested.

(vii) All information establishing that the protester is an interested party for the purpose of filing a protest.

(viii) All information establishing the timeliness of the protest.

(3) All protests will be addressed to the contracting officer or other official designated to receive protests.

Protests based on alleged apparent improprieties in a solicitation shall be filed before bid opening or the closing date for receipt of proposals. In all other cases, protests shall be filed no later than 5 days after the basis of protest is known or should have been known, whichever is earlier.