

REQUEST FOR PROPOSAL (RFP)

RFP #:	FY24-855-USA-570_Monetization Agent
Services Requested:	USDA Food for Progress – Monetization Agent
Contract Type:	Deliverable Based or LOE Based
Issuance Date:	01/12/2024
Closing Date:	02/09/2024 (5PM- Eastern Standard Time)
Deadline for Responses (Date of Receipt):	01/26/2024 (5PM- Eastern Standard Time)
Last Receipt Date for Questions:	01/22/2024 (5PM- Eastern Standard Time)
Anticipated Award Date:	February 29, 2024
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>.

Corus International is an ensemble of organizations working together in the world's most fragile settings to deliver holistic, lasting solutions needed to overcome the interconnected challenges of poverty, climate change, and access to quality health care and education.

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.

Lutheran World Relief, a member of Corus International, intends to submit two proposals to the United States Department of Agriculture (USDA) under the Food for Progress Program. USDA Food for Progress requires a short timeframe (minimum of 30 days to maximum of 60 days) to prepare a competitive bid, including the commodity analysis and monetization plan. Additionally, if successful, USDA requires rapid negotiation to sign the Cooperative Agreement following the award.

To be successful with both requirements, Corus seeks a Monetization Agent who can support Corus through the life of the proposal, award negotiation, and program implementation. Corus will procure the services of a Monetization Agent through a competitive bid process to serve as a consultant during the proposal process, and to serve as the project Monetization Agent upon award.

2- SCOPE OF WORK

Timeline and Reporting:

Title or proposed position/work: **Monetization Agent – USDA Food for Progress**

Location: **Remote**

Reporting to: **Senior Director, Business Development (Proposal Development)**

Anticipated Start Date: **TBD**

Anticipated End Date: **TBD**

Individual/Firm: **Either**

Contract type – **Deliverables or LOE based.**

Other (please specify: **Proposal Development:** Proposal Development: Deliverables – Commodity Management Plan; Project Implementation: Percentage of Sales Proceeds.

Scope of Work and Deliverables:

Proposal Development	Days
<ul style="list-style-type: none">• Prepare and submit the Commodity Management Plan – market assessment and monetization per the agreed upon deadline as determined following USDA’s solicitation release.	15 days
<ul style="list-style-type: none">• Project Implementation: Monetization Plan & Execution of Sales	TBD
Total Anticipated LOE days (Proposal Development)	15

Qualifications:

- Experience as a monetization agent for USDA Food for Progress.
- A competitive fee structure.
- Experience and statistics to demonstrate cost recovery.
- Built relationships with an array of Freight Forwarding companies.

Objective:

Corus seeks a Monetization Agent who can support Corus through the life of the proposal, award negotiation, and program implementation. Corus will procure the services of a Monetization Agent through a competitive bid process to serve as a consultant during the proposal process, and to serve as the project Monetization Agent upon award.

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 address procurement@corusinternational.org with subject line: **RFP FY24-855-USA-570_Monetization Agent** to the designated email address no later than close of business on **02/09/2024 (5PM- Eastern Standard Time)**. Questions will be compiled, and responses sent to all Bidders by **01/26/2024 (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.

PLEASE SUBMIT PROPOSALS, INCLUDING EXPECTED DAILY/HOURLY RATE AND NUMBER OF HOURS PROPOSED.

The proposal must include:

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

Section 1: Cover Page	(limit of 1 page)
Section 2: Experience Outline which includes firms’ expertise, Overview of previous USDA FFPr Monetization Record, relationships with freight agents, and cost recovery rates.	(limit of 3 page)
Section 3. Key Personal Resume	(limit of 2 page)
Section 4. Cost Proposal <ul style="list-style-type: none">- Proposal Development (Flat Rate)- Project Implementation (Fee – please provide an explanation of fee structure)	(limit of 1 page)

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

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.

Evaluation Category	Rating - Points
Experience as a Monetization Agent for USDA Food for Progress	50
A competitive fee structure	30
Experience and statistics to demonstrate cost recovery	10
Built relationships with an array of Freight Forwarding companies	10
Total	100

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.

4.2. FINANCIAL

Rates for proposed approach to tasks in scope of work at Monthly 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.

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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.