

REQUEST FOR PROPOSAL (RFP)

RFP #:	SRN_1-02147
Services Requested:	Corus International seeks an experienced, successful business development consulting organization to provide general business development support, including recruitment, proposal coordination, proposal writing, and more to the Corus Business Development team.
Contract Type:	Deliverable Based
Issuance Date:	12/03/2024
Closing Date:	12/20/2024 (5PM- Eastern Standard Time)
Deadline for Responses to the Questions (Date of Receipt):	12/13/2024 (5PM- Eastern Standard Time)
Last Receipt Date for Questions:	12/06/2024 (5PM- Eastern Standard Time)
Anticipated Award Date:	TBD
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.

2- SCOPE OF WORK

Timeline and Reporting:

Title or proposed position/work: **Consultancy Firm/s for providing general business development support**

Location: **Remote/Hybrid/In-Person**

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

Anticipated Start Date: **TBD**

Anticipated End Date: **TBD**

Individual/Firm: Firm

Contract type – **Deliverables**

The primary focus of the consultancy firm will be to provide business development support services to the business development team, including, but not limited to, recruitment, proposal coordination, proposal writing and capture support. Consultants introduced by the consultancy firms may be requested to travel based on the specific task, but it is not automatically required. Further information on illustrative deliverables can be found below.

Key Activities and Deliverables:

The consultancy firm will provide support as needed, further defined by issuing purchase orders. Deliverables may include but are not limited to:

- Provide trainings around Business Development processes and best practices.
- Represent Corus International in external meetings, including meetings with partners and donors.
- Write complete, high quality proposals following donor-required formats. This includes writing sections of the proposal and/or assigning sections of the proposals to others, and receiving, responding, and incorporating feedback from reviews.
- Gather information to support proposal managers and proposal writers.
- Write and provide strategic thinking support to help ensure competitive and robust proposals.
- Provide overall proposal development support.
- Conduct compliance reviews for proposals.
- Participate in coordination calls and discussions related to the design of bids.
- Help ensure alignment between cost proposals and technical proposals, as necessary.
- Support the final editing and formatting of proposals and annexes, including headers, footers, and page numbers.
- Develop technical design approaches with support from technical staff.
- Serve as the technical design coordinator for proposals.
- Providing recruitment support.
- Other deliverables, as assigned.

Objective:

The objective of this RFP is to procure one or more consultancy firms to provide business development support services to the Corus business development team, including, but not limited to, recruitment, proposal coordination, proposal writing and capture support. Consultants introduced by the consultancy firms may be requested to travel based on the specific task, but it is not automatically required. Further information on illustrative deliverables can be found below.

Requirements/ Experience/ Approach:

- Strong experience leading business development activities in the INGO sector.
- Experience with USG donor organizations, notably USAID and USDA.
- Experience with at least two of the following: recruitment, proposal writing, leading capture activities.
- Strong writing, communication, and facilitation skills.
- Ability to provide quality, cost-effective and timely business development support to Corus.

Working/Delivery Conditions and other specifications:

The Business Development team may request the consultants introduced by the consultancy firms to travel for specific proposal opportunities. This will be determined on a case-by-case basis between the business development team and the consultant.

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 SRN_1-02147_Looking for Multiple BD Support Consultants’ Awards** to the designated email address no later than close of business on **12/20/2024 (5PM- Eastern Standard Time)**. Questions will be compiled, and responses sent to all Bidders by **12/13/2024 (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:

- An overview of the consultancy firms’ ability to meet the proposed deliverables, noting any suggested additions/approaches (recommended length: 3-5 pages)
- A cost proposal indicating the proposed consultant’s daily rate and estimated LOE and timeline for deliverable completion.
- Sample CVs of consultants the company may provide as part of the agreement. Recommendation: CVs for proposal/capture managers and technical writers for health opportunities and/or livelihoods and economic development opportunities will be most pertinent.

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
Past Experience in providing similar services to other INGOs in international development	40
Relevant qualifications and experiences of proposed consultants	30
Experience with USG donor institutions, such as USAID	15
Value for Money: ability of the firm to provide quality, cost-effective and timely business development support to Corus.	15
Total	100

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.

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.