

March 19, 2004

TO: Initiatives Inc.

SUBJECT: Request for Task Order Proposal

Reference: IQC Contract No. GHS-I-00-03-00040-00

USAID hereby requests a proposal for a 5 year cost plus fixed fee task order under the referenced IQC.

The technical proposal shall not exceed 10 pages (excluding budget, CVs, graphs). The following information is requested:

Technical Proposal.

- (1) Training and previous experience of the Technical Advisor as outlined in the Scope of Work (CV)
- (2) Responsiveness of proposal to benchmarks as outlined in this Scope of Work
- (3) Ability to support conferences in space in proximity to USAID Washington Headquarters

Cost Proposal.

A budget with narrative providing detailed justification of costs anticipated under this proposed task order in the following format:

- a. Summary Cost Breakdown - Please provide a breakdown for each line item, by element, of the respective anticipated costs of performing under this task order for each year through year 5.
- b. A detailed level of effort estimate must be submitted in accordance with the Statement of Work. Please provide a separate line item for each proposed individual and identify each by name, labor category, daily rate, and the level of effort for that individual. Please provide a salary history for the prior three years, for "key" individuals and professional staff.
- c. Travel/Per Diem: Please provide the point of departure, destination, duration of each trip (days) if travel is required, and a breakdown between the per diem and airfare and the basis for each.
- d. Other Direct Costs: Please provide a breakdown of all anticipated other direct costs (i.e., the amount, type, and unit cost).
- e. Indirect Costs: Provide a breakdown for all anticipated costs for this line item (i.e., the amount, type, and unit cost).
- f. Fixed Fee

Please submit the required information to: **Frederico Costa by 2:00pm, Friday, March 26, 2004.**

Mr. Costa may be contacted by email at top5@usaid.gov or by telephone at (202)712-5687

Address:

**United States Agency for International Development
Office of Procurement
7.09-095
Ronald Reagan Building
1300 Pennsylvania Avenue, NW
Washington, D.C 20523-7803**

This letter does not obligate USAID to execute a Task Order, nor does it commit USAID to pay any cost incurred in the preparation and submission of the foregoing.

Sincerely,

Suzanne H. Partridge
Contracting Officer
M/OP/GH/HSR
Office of Procurement

Cc: Elizabeth Fox GH/HN/CS

REQUEST FOR TASK ORDER PROPOSAL

Article I – Title

Technical Assistance to the USAID Malaria Vaccine Development Program

Article II – Objectives

- 1) Identification, deployment, and support of a qualified, expert consultant to serve as Technical Advisor to the USAID MVDP;
- 2) Management of biannual meetings of the USAID MVDP SCG to include provision of meeting space, management of SCG member travel, provision of funds for SCG member travel and per diem, provision of audiovisual and computer aids for SCG meetings, and general administrative tasks;
- 3) Provision of computer and other office equipment to the Technical Advisor, reimbursement of expenses incurred by the Technical Advisor;
- 4) Provision, through sub-agreements, of other services and commodities required by the MVDP on an ad hoc basis; and
- 5) Preparation of financial reports and budgets to assist in monitoring of this activity.

Article III – Background

Problem Statement

The USAID Malaria Vaccine Development Program (MVDP) operates through a variety of mechanisms with multiple partners, including other USG Agencies through Interagency Agreements (IAA). The CTO of the MVDP accomplishes management of this diverse and highly technical program through (1) an advisor resident within the Division of Infectious Diseases in the Office of Health, Infectious Diseases, and Nutrition (HIDN) of the USAID Bureau for Global Health and (2) through a management assistance contract that provides an additional full-time Technical Advisor, additional part-time consultants and support for meetings and, occasionally, subcontracts for other technical services and commodities required for MVDP operation. Early in 2004, the current mechanism for these management and support functions will no longer be made available. This task order is submitted to replace these functions as indicated in (2) above.

Article IV: Statement of Work

Activities:

This activity will require a full-time Technical Advisor as well as multiple short-term consultants. The short-term consultants will usually meet biannually to review MVDP activities (the USAID MVDP Scientific Consults Group aka the SCG). The Technical Advisor will be a scientist at the Ph.D. level with extensive (at least 5 years) experience in the coordination of malaria vaccine development activities. His/her doctoral training will be in vaccine development with emphasis on the application of biotechnology to the development of vaccines against one or

more parasitic diseases. He/she must also have extensive experience (at least 5 years) in working in USAID funded programs. The Technical Advisor need not reside on site (telecommuting is permitted). Some travel by the Technical Advisor is expected (approximately 10-15% time). The SCG is an existing group of experts designated by USAID for MVDP oversight.

Through this task order, the contractor will provide management support for MVDP activities, including (but not limited to):

- a. Identification, deployment, and support of a qualified, expert consultant to serve as Technical Advisor to the USAID MVDP who will:
 - Provide technical advice through participation, either in person or through conference calls, in MVDP technical planning and monitoring meeting and through oral and written communication to the HIDN Senior Technical Advisor and CTO. (20%)
 - Schedule and coordinate MVDP technical team meetings, including semiannual meetings of the MVDP Scientific Consultants Group (SCG) and communicate with SCG? members to coordinate program activities. (20%)
 - Prepare drafts of a variety of MVDP documents, including agendas and minutes of regular and ad hoc technical meetings and SCG meetings, Gantt and PERT charts of MVDP projects, and Investigational New Drug (IND) applications. (40%)
 - Liaise with other partner staff for organization of meetings and procurement of commodities and services in support of the MVDP (see below). (10%)
 - Prepare visual aids for presentation of MVDP activities and plans. (5%)
 - Develop and maintain paper and electronic files of documents pertaining to the MVDP. (5%)
- b. Management of biannual meetings of the USAID MVDP SCG to include provision of meeting space, management of SCG member travel, provision of funds for SCG member travel and per diem, provision of audiovisual and computer aids for SCG meetings, and general administrative tasks.
- c. Provision of computer and other office equipment to the Technical Advisor, reimbursement of expenses incurred by the Technical Advisor.
- d. Provision, through sub-agreements, of other services and commodities required by the MVDP on an ad hoc basis.
- e. Preparation of financial reports and budgets to assist in monitoring of this activity.

Article V: Task Order Benchmarks

1. Active involvement of the Technical Advisor in MVDP operations
2. Quality of technical advice to MVDP
3. Timely scheduling and coordination of MVDP meetings and teleconferences
4. Timely completion of technical and financial reporting documents
5. Responsiveness to *ad hoc* needs (such as obtaining the services of special consultants or special commodities)
6. Efficient maintenance and recovery of MVDP electronic correspondence
7. Efficient management of external biannual advisory committee meetings

Benchmarks for extension periods, if any, will be specified at the end of each year by agreement between the Technical Advisor and the Activity Manager.

Article VI: Method of Award

As supported under item F.8 Fair Opportunity, sub-item (a) (2) (v) of IQC Contract No. GHS-I-00-03-00040-00, this request is being submitted solely to Initiatives Inc. and negotiations will take place when proposal is received.

The initial proposal should contain the contractor's best terms from a cost and technical standpoint. USAID may reject the proposal, turn this request into a full and open competition, and waive informalities and minor irregularities in proposals received. The technical proposal evaluation criteria are in descending order of importance.

Although Technical evaluation factors are significantly more important than cost factors, the cost proposal will be analyzed for cost realism and best overall value to the Government.

1. Personnel – Provide the CVs for the individual or individuals that your firm proposes to manage this task order, and who will be your firm's counterpart to USAID's CTO for this work order. These individuals will be "key personnel" for this task order.
2. Technical Approach – In evaluating the different components of the technical proposal, USAID will examine the overall merit and feasibility of the proposal, as well as specific criteria relevant to each of the tasks outlined earlier. The proposal should outline how the various tasks listed earlier will be undertaken. The technical components of the proposal will be evaluated based on the overall understanding and approach, and the design of the program.

Adjectival Rating

Although this action is being submitted solely to Initiatives Inc., USAID will evaluate the proposal against the Statement of Work (SOW) and how it represents the best value to the Government, all factors being considered. Proposal for each activity will be evaluated based on adjectival ranking for overall proposal and each section of the proposal respectively. The following adjectives will be used in assessing the criteria set forth:

Outstanding: The proposal exceeds the fullest expectations of the Government. The applicant has convincingly demonstrated that the requirements have been analyzed, evaluated, and should result in an outstanding, effective, efficient, and economical performance under the task order. An assigned rating within “outstanding “ indicates that the proposal demonstrates and “outstanding” capacity, and exceeds the fullest expectations of the Government.

Very Good: The proposal demonstrates a level of effort that fully meets the SOW’s requirements and that this effort has produced, or could produce, results which should prove to be substantially beneficial to the achievement of the goal of the development and testing of new and better tools, technologies, approaches, policies, and/or interventions to improve the health status of infants, children, mothers, and families in developing and transitional countries. The proposal may or may not have any weaknesses. Fulfilling the definition of “very good” indicates that, in terms of the overall proposal and/or specific proposal sections, the proposal demonstrates a level of effort that fully meets the evaluation’s requirements and that this effort has produced, or could produce, results which should prove to be substantially beneficial.

Good: The proposal meets the requirements. The proposal may contain weaknesses and/or significant weaknesses that are correctable but no deficiencies. An assigned rating of “good” indicates that, in terms of the overall proposal and/or specific sections, the proposal demonstrates a “good” understanding and ability to fulfill the requirements. If any weaknesses and/or significant weaknesses are noted, they should not seriously affect the contractor’s performance.

Marginal: The proposal demonstrates a shallow understanding of the requirements and approach and marginally meets the minimum evaluation standard. The proposal contains weaknesses and/or significant weaknesses and may contain deficiencies. If deficiencies exist, they may be correctable. A rating of “marginal” indicates that, in terms of the overall proposal and/or specific sections the proposal marginally meets the standard for minimal but acceptable performance. The contractor may complete the goal of the development and testing of new and better tools, technologies, approaches, policies and/or interventions to improve the health status of infants, children, mothers, and families in developing and transitional countries; however there is at least a moderate risk that the contractor will not be successful.

Unacceptable: The proposal fails to meet a minimum requirement or contains a major deficiency or major deficiencies. The proposal is incomplete, vague, incompatible, incomprehensible, or so incorrect as to be unacceptable. The Evaluator feels that the deficiency or deficiencies is/are uncorrectable without a major revision of the proposal. The assignment of a rating within the bounds of “unacceptable” indicates that in terms of the overall proposal and/or specific proposal sections the proposal fails to meet performance or capacity standards.

Proposal Due Date

This Task Order, through the USAID Population, Health, and Nutrition (PHN) Technical Assistance and Support Contract (TASC2), will be valid for a 5 year period.

Proposals for this Request for Task Order Proposal (RFTOP) must be submitted no later than **2:00 pm (EST) on Friday, March 26, 2004** to the following address:

**United States Agency for International Development
Office of Procurement, M/OP/GH/HSR
7.09-095, Ronald Reagan Building
1300 Pennsylvania Avenue, NW
Washington, D.C 20523-7803
ATTENTION: Frederico Costa**

Award Date: Award is anticipated on or about April 5, 2004