



## **REQUEST FOR PROPOSAL**

Blended Instructor-led Diversity, Equity, and Inclusion Workshop Training Design  
(A0043-DEITD-05012022)

**Under**

AdVocate

<b>RFP Release Date:</b>	<b>May 04, 2022</b>
<b>Performance Period:</b>	July 1, 2022 – June 30, 2023
<b>Proposal Submission Deadline:</b>	June 03, 2022 4:30 PM EST
<b>Question/ Inquiry Submission Deadline:</b>	May 13, 2022 4:30 PM EST

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## I. INTRODUCTION

### A. COMPANY BACKGROUND

As a leading market systems practitioner, ACDI/VOCA Group addresses issues of food security, economic prosperity, and social inclusion through locally driven market solutions.

ACDI/VOCA is a global development design and delivery partner based in Washington, D.C. We have implemented effective economic and social development projects [around the world](#) since 1963. Our [areas of expertise](#) include: Agriculture, Economic Growth, Resilience, Finance, and Equity & Inclusion.

No single organization can solve today's complex development challenges alone. To ensure sustainable progress, NGOs, funders, and businesses must work together to transform markets so that all stakeholders can earn a profit and all types of projects can be supported for maximum impact. To give us flexibility and agility, ACDI/VOCA operates three lines of business that share technical resources and on-the-ground presence to achieve the objectives of our diverse partners across a variety of funding sources.

As a whole, our three lines of business — ACDI/VOCA itself, [Tanager](#), and [AV Ventures](#) – support projects funded through traditional US Government contracts and agreements, as well as those funded by local governments, philanthropic organizations, corporate foundations, blended finance sources and impact investing. We also manage [Fundación ACDI/VOCA LA \(FAVLA\)](#) as well as our network of [affiliated financial institutions](#).

### B. PROGRAM BACKGROUND

ACDI/VOCA is seeking an experienced blended learning instructional designer and facilitator/firm to co-design and conduct a blended online/in-person participatory workshop or training course to provide staff with an introduction to Diversity, Equity, and Inclusion (DEI).

## II. PURPOSE

At least twice per year, ACDI/VOCA would like to offer this training to staff and members of the Board of Directors (BOD). This participatory training will complement an existing self-paced, e-course that introduces staff to basic DEI concepts and terms. The live, facilitated course will introduce staff and BOD members to the basic information and skills they need to meet newly added Job Description (JD) responsibilities related to DEI, improve and perpetuate a culture of diversity at ACDI/VOCA, and provide additional training for all managers/supervisors around leading diverse teams. With the onset of the 2020 COVID-19 pandemic, ACDI/VOCA is now working in a hybrid virtual/on-site environment, and all staff trainings must be conducted in a way that meets the needs of both groups. ACDI/VOCA is seeking an external consultant/firm to lead the process of designing and facilitating a DEI introductory training to promote more honest and engaged participation from all employees. Given ACDI/VOCA's internal expertise and existing social inclusion curriculums, the selected consultant/firm will be expected to provide a Training-of-Trainers on the finalized methodology after one year of trainings so our staff could take on the responsibility in the future. The selected consultant will also be provided with pieces of our curriculum to build off when designing the training.

Goals of the DEI Workshop:

- To provide the opportunity for staff and BOD members to explore their own relationship to DEI concepts and learn how it is different or similar to their peers and particular issues related to the international development industry;
- To understand and be able to explain how DEI is valued at ACDI/VOCA and be able to respond appropriately when those values are not upheld;

- To identify steps and resources to promote DEI in their work at ACIDI/VOCA; and
- To create a more harmonious workplace by increasing employee's knowledge and awareness of cultural, religious, racial, and other differences while delivering information about how a person can change their behavior to be more inclusive.

## A. SCOPE OF WORK

Presentations and meetings with individuals and groups within ACIDI/VOCA, incorporating their input into the process, are expected, however, we anticipate the structure of the DEI Workshop to be similar to the below:

- Apply adult learning principles and participatory methods.
- Delivered in approximately four “live sessions” of 2-3 hours duration each, one which will be specifically for managers/supervisors related to leading diverse teams.
- May be combined with offline individual reflection/learning (blended learning approaches) activities and social learning elements.
- Live sessions will be facilitated by the consultant, eventually transitioning to ACIDI/VOCA staff.
- Platform is likely to be Microsoft Teams or Zoom, MS Teams is preferred.
- Whiteboarding tools, such as Mural, may be incorporated.
- Additional technology tools may be discussed but should be compatible with Teams and/or Zoom.
- Content which should be covered along with others as suggested by the consultant/firm: unconscious bias, ACIDI/VOCA’s definitions of safe and inclusive environment, inclusive language, microaggressions, review of internal reporting policies with an emphasis on no retaliation, review of new JD requirements and how they will be measured, celebration of the organization’s commitment to this long journey and the strengthened bonds with colleagues as a result, and the training should result in action plans for each employee which can guide them in meeting their JD responsibilities.

All work will be done with regular involvement, guidance, and direction from the Director of Digital Learning and ACIDI/VOCA’s AdVocate, employee-led committee exploring issues of diversity, equity, and inclusion, Training Subgroup. The consultant/firm will develop a blended learning course that supports the goals listed above. For the purposes of this scope, blended learning is defined as a learning approach that combines:

- Virtual instructor-led training (vILT) that leverages technology to engage participants;
- Interactive, peer engagements that emphasize experiential learning; and
- Self-paced, individual opportunities for learning and reflection that help participants to strengthen understanding and apply learning.

Through a blended learning approach, virtual instructor-led training and self-paced individual learning are complementary, creating an integrated learning experience.

The final structure of the workshop (i.e., number and duration of sessions) will be finalized upon review of the consultant/firm’s recommendations. The consultant/firm may incorporate existing ACIDI/VOCA training materials and/or supplement with additional content, as appropriate.

The format and style of the training should reflect ACIDI/VOCA methods, approaches, and aesthetics, which emphasizes accessibility, participation, clarity, and content. The learning objectives and content should drive the selection of virtual learning tools.

The target audience for this effort includes international development staff at all levels of the organization, including but not limited to all HQ staff and as well as members of the BOD.

## ESSENTIAL DUTIES/RESPONSIBILITIES

- Coordinate with ACDI/VOCA’s AdVocate Training Subgroup to ensure training content aligns with ACDI/VOCA goals
- Review existing ACDI/VOCA training curricula and become familiar with training goals, methods, concepts, terminology, etc., to identify appropriate module sequencing, messaging, structure, visualization, and content options
- Select key messages and content to focus on and propose relevant interactive tools/methods
- Develop compelling and effective hybrid learning content and materials that are consistent with existing training resources (such as the aforementioned e-course)
- Develop facilitation guide for delivery of learning content
- Develop a participant guide or set of materials to support individual, self-paced learning, as appropriate
- Develop a method for evaluating the success of a training
- Conduct the first two semi-annual trainings
- Update the curriculum based on the first two trainings
- Train ACDI/VOCA staff on delivery of virtual learning content through pilot Training of Trainers (TOT) session at the end of the first year of trainings.

## QUALIFICATIONS/REQUIREMENTS

- Experience operating as a learning/instructional designer/facilitator consultant or firm for a minimum of three years
- Demonstrated experience and success with developing and facilitating engaging in-person and distance/virtual learning for international development audiences
- Familiarity and technical understanding of DEI required
- Knowledgeable about international development sector preferred
- Demonstrated knowledge of participatory and adult learning methods
- Demonstrated experience with a range of virtual learning methods and technologies
- Ability to create informative, credible, and memorable learning experience
- Capacity to build trust and collaborate with people across cultures and sectors
- Fluent in English

## B. DELIVERABLES

	<b>Deliverable</b>	<b>Scope</b>
1	Draft Course Outline	Identify appropriate module sequencing, messaging, structure, visualization, and content options course in coordination with ACDI/VOCA’s AdVocate Training Sub-group by conducting the activities including but not limited to: <ul style="list-style-type: none"> <li>• Reviewing existing ACDI/VOCA training curricula and becoming familiar with training goals, methods, concepts, terminology, etc.</li> <li>• Selecting key messages and content to focus on and propose relevant interactive tools/methods</li> </ul>
2	Approval of Final Course Materials	Develop materials including but not limited to: <ul style="list-style-type: none"> <li>• Compelling and effective hybrid learning content and materials that are consistent with existing training resources</li> </ul>

		<ul style="list-style-type: none"> <li>• Facilitation guide for delivery of learning content</li> <li>• Participant guide or set of materials to support individual, self-paced learning, as appropriate</li> <li>• Method for evaluating the success of the training.</li> </ul>
3	Two semi-annual blended instructor-led workshops for ACIDI/VOCA staff	Deliver first two semi-annual blended instructor-led workshops for ACIDI/VOCA staff and BOD members
4	Training-of-trainers and final course content, materials, and training evaluation methods based on the results of the first two trainings	<p>Update course content, evaluation methods and any materials based on the results of the first two trainings.</p> <p>Deliver pilot Training-of-Trainers sessions for selected ACIDI/VOCA staff</p>

### III. CONTRACT MECHANISM & TERMS OF PAYMENT

ACDI/VOCA anticipates issuing an Independent Consultant Agreement to an Offeror.

ACDI/VOCA will issue fixed payment(s) based on submission and ACDI/VOCA acceptance of deliverables. Once an award is issued, it will include a fixed price payment schedule with deliverables specified above. A copy of the purchase order terms and conditions are attached to this RFP for informational purposes.

### IV. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

#### A. INSTRUCTIONS FOR PROPOSAL PREPARATION

The selection committee will evaluate the Offerors based upon their written technical and cost proposals. Each section will be evaluated according to the criteria for evaluations in Section V. Offerors are expected to examine the specifications and all instructions in the RFP. Failure to do so is at the Offeror's risk. Interested Offerors must provide the following:

#### 1. CAPABILITY AND TECHNICAL EXPERIENCE STATEMENT

Demonstrate capabilities and technical experience by providing the following:

- a. Organization/Consultant Overview (1 page)
  - *Brief general overview demonstrating the Offeror's qualifications to fulfill project requirements of this RFP.*
- b. Capabilities Statement (3 pages)
  - *Provide comprehensive report detailing Offeror's experiences, capabilities, and resources on designing and conducting blended learning courses related to Diversity, Equity, and Inclusion. Provide specifics such as years and number of experiences, types of clients, outcomes or impacts of the trainings/courses, experience with relevant virtual tools, and experience with any of the content topics discussed in the SOW. Provide website, if any, with links to specific work examples. Do not attach additional materials to the proposal as they will not be reviewed.*
- c. Project Approach (3 pages)
  - *Methodologies details, Design Samples, and work plan.*
- d. Monitoring & Evaluation plan
  - *Provide tools and present methodologies to measure the success of the training.*

#### 2. PROJECT STAFFING

Identify the project staffing, and the percentage of the time each will spend on this activity. Include no more than a half-page bio for each individual considered essential for the successful implementation of this contract.

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### 3. COST PROPOSAL

Offerors will submit a proposed budget with their proposals in a separate file labeled “Budget Proposal.” The proposed budget will have sufficient detail to allow evaluation of elements of costs proposed. Budgets should be submitted in the currency in which your organization is located and will be paid; please label your budget with the name of the currency. ACDI/VOCA reserves the right to request any additional information to support detailed cost and price.

1. *Budget breakdown by each deliverable.*
  - *Each deliverable must have detail budget associated with completing that deliverable.*

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### 4. REFERENCES

Please include three client references and contact information. References should have worked with your organization within the past two years in connection with the subject matter applicable to this RFP.

## B. INSTRUCTIONS FOR SUBMISSION OF PROPOSAL

1. The technical and price proposals shall be sent in separate files and be identified as such. Each volume shall be clearly identified with the RFP number and the Offeror’s name.

All responses to this RFP must be received no later than the submission deadline on the cover page of this RFP. Offerors must submit the proposal by email to:

ACDI/VOCA	
<b>Attention:</b>	Caroline Bailey and Alix Cho
<b>Email:</b>	<a href="mailto:cbailey@acdivoca.org">cbailey@acdivoca.org</a> and <a href="mailto:acho@acdivoca.org">acho@acdivoca.org</a>

Faxed or hard copy offers are not acceptable.

2. All inquiries and requests for information regarding this RFP must be submitted by email to the following individuals no later than the question/inquiry submission deadline on the cover page of this RFP. Reference the RFP number in all questions/inquiries.

	Contractual	Technical
<b>Name:</b>	Sharon Ball	Caroline Bailey
<b>Email:</b>	<a href="mailto:sball@acdivoca.org">sball@acdivoca.org</a>	<a href="mailto:cbailey@acdivoca.org">cbailey@acdivoca.org</a>

3. ACDI/VOCA will not compensate Offerors for their preparation of responses to this RFP.

## V. CRITERIA FOR EVALUATION

ACDI/VOCA will evaluate proposals based on a best-value determination; Offerors should submit their most competitive price proposal. Proposals will be evaluated using the following criteria:

Evaluation Matrix		
Requirement	Scoring Criteria	Maximum Points
Organization/Consultant Overview	Relevant qualifications	5
Capabilities Statement	Quality and relevance to the scope of work	10
Project Approach	Quality of training methodologies, work sample and workplan	25
Monitoring & Evaluation Plan	Quality of tools and methodology	20
Project Staffing	Relevant qualifications and past work experience of staff	15
References	Feedback on past performance relevant to the scope of work	10
Budget Proposal	Cost details and reasonableness	15
<b>Total Score</b>		<b>100</b>

## VI. SOLICITATION PROCESS

Once the RFP is released, the Offerors must prepare a formal proposal to be sent to the contact person at ACDI/VOCA as indicated in Section IV (b) (1). The submitted proposals will be reviewed against the criteria for evaluation defined in Section V above and rated on their ability to satisfy the requirements stated in this RFP document. A preferred Offeror will be chosen and formally notified. A formal contract will be negotiated with the selected Offeror and, if endorsed, the Offeror will begin work on the project.

## VII. TERMS AND CONDITIONS

### A. LATE SUBMISSIONS

Proposals received after the submission deadline stated in the cover page of this RFP may not be considered. Offerors will be held responsible for ensuring their quotations are received according to the instructions stated herein. A late offer will be considered if the cause was attributable to ACDI/VOCA or its employees/agents, or if it is in the best interest of ACDI/VOCA. ACDI/VOCA reserves the right to accept late bids.

### B. MODIFICATION OF RFP REQUIREMENTS

ACDI/VOCA retains the right to terminate the RFP or modify the requirements upon notification to Offerors.

### C. WITHDRAWALS OF PROPOSALS

Proposals may be withdrawn by written notice via email at any time before award. Proposals may be withdrawn in person by an Offeror or authorized representative, if the representative's identity is made known and the representative signs a receipt for the proposal before award.



#### D. RIGHT OF NEGOTIATION AND ACCEPTANCE OF PROPOSAL

This RFP represents a definition of requirements and is an invitation for submission of proposals. ACDI/VOCA reserves the right to fund/award any or none of the submitted proposals. No commitment is made, either expressed or implied, to compensate Offerors for costs incurred in the preparation and submission of their proposal.

ACDI/VOCA may reject any proposal that is nonresponsive. A responsive proposal is one that complies with all terms and conditions of the RFP. A proposal must be complete, signed by an authorized signatory, and delivered no later than the submission time and date indicated on the cover sheet of this RFP. ACDI/VOCA may reserve the right to waive any minor discrepancies in a proposal.

ACDI/VOCA reserves the right to issue an award based on the initial evaluation of proposals without discussion. ACDI/VOCA also reserves the right to enter into best and final negotiations with any responsive Offerors for all or part of the proposed scope.

#### E. VALIDITY OF PROPOSAL

Proposals submitted shall remain open for acceptance for *60 days* from the last date specified for receipt of proposals. This includes, but is not limited to, pricing, terms and conditions, service levels, and all other information. If your organization is awarded the contract, all information in the RFP and negotiation process is contractually binding.

#### F. MINIMUM OFFEROR QUALIFICATIONS

Offerors submitting proposals must (1) be officially licensed to do such business in the United States, and (2) not have been identified as a terrorist. In addition, Offeror may be required to provide the following information:

- Documentation to verify licensure (e.g., tax id, registration certificate, etc.)
- Demonstration of adequate management and financial resources to perform the contract
- Satisfactory records of performance history, integrity and business ethics
- Contact information of previous clients
- Sample training materials

#### G. INTELLECTUAL PROPERTY RIGHTS

All tangible or intangible property created or acquired under this contract shall be the exclusive property of ACDI/VOCA and the donor. The term “property” includes all data and reports associated with this engagement. Reference is made to Sections 12 and 13 in the business terms and conditions attached in Appendix A.

### VIII. ATTACHMENTS

Appendix A: Purchase Order General Terms and Conditions

Appendix B: Sample Budget Format

Appendix C: Technical Proposal Submission Sheet

**GENERAL BUSINESS TERMS AND CONDITIONS*****\*\*These Terms and Conditions apply to all Purchase Orders\*\****

**1. Assignment.** Vendor shall not assign, subcontract or transfer all or any portion this Purchase Order or any of its obligations without the express, prior written permission of ACDI/VOCA.

**2. Proprietary Information & Confidentiality.** Vendor shall consider all data, documentation, drawings, specifications software and other information furnished by ACDI/VOCA to be confidential and proprietary and shall not disclose any such information to any other person, or use such information itself for any purpose other than that for which it was intended in completing this order, unless Vendor obtains written permission from ACDI/VOCA to do so. Vendor agrees to execute ACDI/VOCA's standard Non-Disclosure Agreement upon request.

**3. Terms of Payment.** Subject to any superseding terms on the face hereof, Vendor shall mail the invoice to the address listed in Box 6 of the Purchase Order and be paid upon completion/acceptance of the required supplies/services. **(A) TIMING OF PAYMENTS.** Vendor shall be paid, in the currency on the face of this Purchase Order, within thirty (30) days after ACDI/VOCA's receipt of an acceptable invoice and ACDI/VOCA's acceptance of the completed products/services in accordance with (B) "Inspection and Acceptance" below, together with any required documents. ACDI/VOCA is under no obligation to pay Vendor's invoices received later than 90 days after acceptance. Payment of Vendor invoices by ACDI/VOCA shall not constitute final approval of the invoices. All charges invoiced by Vendor may remain subject to ACDI/VOCA and/or government/Client audit and subsequent adjustment. Vendor agrees to reimburse ACDI/VOCA for any costs disallowed by Client. **(B) INSPECTION & ACCEPTANCE.** (1) Vendor shall work within professional standards covering the work and shall make such inspections as are deemed necessary to insure Vendor compliance. (2) All deliveries shall be subject to final inspection by ACDI/VOCA. If deliverables or a service performed by Vendor is found to be defective, Vendor shall be given the opportunity to correct any deficiencies within a reasonable period of time, not more than 10 days. If correction of such work is impracticable, Vendor shall bear all risk after notice of rejection and shall promptly make all necessary replacements at its own expense, if so requested by ACDI/VOCA. Vendor shall provide immediate notice to ACDI/VOCA of any potential failure on the part of its suppliers to provide supplies/services required. Vendor is responsible for any deficiency on the part of its suppliers. Vendor shall be responsible for any costs of procurement as may be necessary for ACDI/VOCA to secure the supplies/services as a result of Vendor's inability to perform that exceed the agreed upon price herein. **(C) LATE DELIVERIES.** In addition to any remedies available to it in the event of late delivery, ACDI/VOCA may deduct 1% of the amount invoiced for such delivery for each day said delivery was late. This will not exceed 10% of the total value of the Purchase Order.

**4. Performance.** All services are to be performed to the satisfaction of ACDI/VOCA. If stated in the scope of work, time is of the essence with respect to the performance. ACDI/VOCA shall not be billed at prices higher than those stated in this Purchase Order. ACDI/VOCA shall have no obligation to pay Vendor more than the fixed price or ceiling price stated on the face of this Purchase Order.

**5. Title and Risk of Loss.** Title to and risk of loss of, each product and/or service to be delivered/provided shall, unless otherwise provided herein, pass from Vendor to ACDI/VOCA upon acceptance of such product/service by ACDI/VOCA.

**6. Force Majeure.** Any non-performance or delay in performance of any obligation of either party under this Purchase Order may be excused to the extent such failure or non-performance is caused by an event or condition beyond the reasonable control of the non-performing party, and which, by the exercise of due diligence, could not be avoided or overcome ("Force Majeure"). However, in no event will any non-performance or delay in performance of any of Vendor's suppliers or any labor disruption affecting Vendor specifically, and not Vendor's industry generally, constitute Force Majeure for Vendor. If Vendor is affected by Force Majeure, it will (i) promptly provide notice to ACDI/VOCA, explaining the particulars and the expected duration of the Force Majeure and (ii) use its best efforts to remedy the interruption or delay if it is reasonably capable of being remedied, and to mitigate the adverse effects of such interruption or delay on ACDI/VOCA, including sourcing substitute providers of services from the market, at Vendor's expense, in order to meet ACDI/VOCA's required completion dates.

**7. Warranty.** Vendor warrants all supplies/services to be free from all material defects and expressly represents that all such required supplies/services are capable of providing/performing the function service for which they were intended. Vendor agrees to pass on all manufacturers' warranties to ACDI/VOCA. To the extent that ACDI/VOCA is held financially responsible for any deficiencies in the services performed by the Vendor, the Vendor agrees to cure such deficiencies at the sole cost to the Vendor. Vendor agrees to deliver/provide the products/services which are the subject-matter of this Purchase Order to ACDI/VOCA free and clear of all liens, claims, and encumbrances. Vendor represents and warrants to ACDI/VOCA that: (i) it has no conflict of interest with respect to the Services to be performed for ACDI/VOCA under this Purchase Order; (ii) it has not entered into any agreement, or executed any document, with any individual or other organization that will prevent it from: (a) disclosing and assigning intellectual property in work product exclusively to ACDI/VOCA; and (b) performing any other obligation under this Purchase Order; (iii) it will not enter into any such agreement, or execute any documents, which will create a conflict of interest or which will prevent it from freely performing any obligation under this Purchase Order; and (iv) it will not knowingly incorporate confidential information of any person or entity not a party to this Purchase Order into any materials furnished to ACDI/VOCA without prior written notice to ACDI/VOCA. Vendor further represents and warrants to ACDI/VOCA as follows: (i) no kickback, bribe, gratuity or transfer of anything of value was offered, agreed to, or made, nor shall be made, to or for the benefit of any employee or representative of ACDI/VOCA in return for or in connection with the award of this Purchase Order; (ii) the Vendor has not engaged in bid-rigging or other collusive agreements or behavior with any actual or potential competitor for this Purchase Order or any other person, which behavior could have had the effect of lessening competition for the award of this Purchase Order or of raising the price of the Deliverables or the Services procured; and (iii) all statements of material fact contained in any proposal, response, certification, or questionnaire submitted by Vendor or any of its representatives in connection with the solicitation, award or negotiation of this Purchase Order were true and complete when made.

**8. Compliance with Law.** Vendor's performance of work and all products to be delivered shall be in accordance with any and all applicable regulations: executive orders, Federal, State, municipal, local and host country laws and ordinances, and rules, orders, requirements and regulations. Such Federal laws shall include, but not be limited to, the Fair Labor Standards Act of 1938 as amended, E.O. 11246, "Equal Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR Chapter 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor", the Copeland "Anti-Kickback" Act (18USC874 and 40USC276c and 18USC874 as supplemented by Department of Labor regulations at 29CFRpart 3, the Davis-Bacon Act, as amended (40USC276a-a7) and as supplemented by Department of Labor at 29CFRpart 5, the Contract Work Hours and Safety Standards Act (40USC327-333), and the Byrd Anti-Lobbying Amendment (31USC1352). Unless otherwise agreed, governing law shall be that of the District of Columbia.

**9. Suspension and Termination.** ACDI/VOCA shall retain the right to direct Vendor to stop work ("Suspension") at any time. Such direction must be in writing and shall be effective for a period of no more than 30 days after which time Vendor may continue work absent direction to do so or a notice of termination at their own risk. Under no circumstances shall Vendor receive more than the original value of this Purchase Order. "Termination": ACDI/VOCA reserves the right to terminate this Purchase Order when: 1. deemed in the best interests of its client; or 2. if the Vendor defaults in performing this Purchase Order and fails to cure the default within 10 days after receiving a notice specifying the default. ACDI/VOCA shall be liable only for payment under the payment provisions of this Purchase Order for

services/deliverables completed and accepted before the effective date of termination. Payments for partial deliverables shall not be made unless explicitly authorized by ACDI/VOCA in the Termination Letter. This paragraph shall not limit any legal rights to cancel this Purchase Order without further liability for articles not accepted by ACDI/VOCA. This Purchase Order may be terminated at any time in the event Vendor commits an act of bankruptcy, files or has filed against the petition of bankruptcy or insolvency or suffers any receivership or other similar petition to be filed for or against it, or is subject to any Suspension/Debarment or other action by the USG. Vendor may be liable to reimburse ACDI/VOCA should ACDI/VOCA incur any additional costs as a direct result of such default termination.

**10. Insurance & Work on ACDI/VOCA's or ACDI/VOCA Client Premises.** Vendor agrees to maintain the adequate insurance coverage against claims arising from injuries sustained by Vendor on ACDI/VOCA's facilities and agrees to be liable for all damages & claims arising against ACDI/VOCA for which the Vendor is responsible. Vendor will maintain a comprehensive general liability insurance policy in the amount of at least \$500,000 per occurrence or the standard, local business practice. Purchase Orders which require performance outside the United States shall contain a provision requiring Worker's Compensation Insurance. The Vendor should refer questions on this subject to the ACDI/VOCA representative named above in Block 6.

**11. Independent Relationship.** Vendor agrees that its relationship with ACDI/VOCA is that of an independent contractor and nothing in this Purchase Order shall be construed as creating any other relationship. As such, Vendor shall comply with all applicable laws and assume all risks incident to its status as an independent contractor. This includes, but is not limited to: compliance with all applicable laws, responsibility for all applicable taxes including VAT, income taxes, social security payments and other such taxes that might occur, licenses, fees, insurance, etc. Neither the vendor nor anyone employed by it shall be, represent, act or be deemed to be an agent, representative or employee of ACDI/VOCA.

**12. Rights in Intellectual Property.** Vendor acknowledges that all Deliverables and work product produced by Vendor, whether alone or jointly with others, in connection with or pursuant to the Vendor's performance under this Purchase Order shall be the sole and exclusive property of ACDI/VOCA. This includes all writings, books, articles, computer programs, databases, source and object codes, and other material of any nature whatsoever, including trademarks, trade names, and logos, that is subject to copyright protection and reduced to tangible form in whole or in part by Vendor in the course of Vendor's service to ACDI/VOCA shall be considered a work made for hire, or otherwise ACDI/VOCA property. Vendor hereby assigns and agrees to assign to ACDI/VOCA all of its respective rights, title and interest in such Deliverables and work product, including without limitation all patents and patent rights and all applications for registration of the same, and, upon being reduced to a tangible form, all copyrights therein. To the greatest extent permissible under U.S. copyright laws, each copyrightable element of the property and work product first produced shall be a "work made for hire" in favor of ACDI/VOCA. For items and material of Vendor existing prior to or produced outside this Purchase Order, and incorporated into Deliverables or work product delivered or produced pursuant to this Purchase Order, Vendor hereby grants and agrees to grant to ACDI/VOCA an irrevocable, non-exclusive, fully transferable and sublicensable, royalty-free license to make, use, sell, copy, publish, perform, display, and prepare derivative works from such items and material in connection with ACDI/VOCA's beneficial use, enjoyment and disposition of such property and work product. Vendor agrees to execute such documents of assignment or take such other action as ACDI/VOCA may reasonably request to evidence, perfect or effect the transfer, recordation or protection of rights assigned or licensed.

**13. Rights in Data.** The Vendor understands and agrees that ACDI/VOCA may itself and permit others, including government agencies of the United States and other foreign governments, to reproduce any provided publications and materials through but not limited to the publication, broadcast, translation, creation of other versions, quotations there from, and otherwise utilize the work and material of this Purchase Order.

**14. Indemnification.** The Vendor shall indemnify, and hold harmless each of ACDI/VOCA and its directors, officers, employees and agents from and against all claims, liabilities, losses, suits, costs, damages, and expenses, including reasonable attorneys' fees and litigation expenses, that ACDI/VOCA may sustain by reason of Vendor's negligent or unlawful actions in connection with its performance under this Purchase Order, or a breach of any of Vendor's warranties contained herein.

**15. Claims and Disputes.** In the event of any dispute, a claim by the Vendor must be made in writing and submitted to the ACDI/VOCA Vice President of Quality and Compliance for a written decision. A claim by the Vendor is subject to a written decision by the Vice President of Contracts and Grants, who shall render a decision within 60 days of receipt of the Vendor's claim. If an equitable resolution cannot be resolved, both Parties agree to settlement by arbitration in accordance with the regulations of the American Arbitration Association in the District of Columbia, USA. The non-prevailing Party (as determined by the arbitrator) in the arbitration shall pay all of the associated costs, expenses and attorney's fees in connection with the arbitration and the cost of the arbitrator and any accountants or advisors which the Parties agree to employ for the benefit of the arbitrator. The Subcontractor will proceed with performance of this Purchase Order pending final resolution of any claim.

**16. Changes.** ACDI/VOCA may - with the consent of the Subcontractor - make changes, revisions, additions, or deletions (collectively hereinafter called "changes") in the Subcontract scope of services. ACDI/VOCA may make unilateral changes, with prior written notice to the Subcontractor, to this Purchase Order by written order issued by ACDI/VOCA where required in writing by the Client. If any change causes an increase or decrease in the Subcontractor's cost of, or the time required for, the performance of any part of the Work, whether or not changed by any such change authorization, ACDI/VOCA shall make an equitable adjustment and modify in writing the Subcontract as applicable. Any claim by Subcontractor for an adjustment under this paragraph must be asserted in writing, fully supported by factual information, to ACDI/VOCA's Prime Contracting Officer or designee within thirty (30) calendar days from the date of receipt by Subcontractor of the written change authorization from ACDI/VOCA or within such extension of that 30-day period as ACDI/VOCA, in its sole discretion, may grant in writing at Subcontractor's request prior to expiration of said period. The Subcontractor will not proceed with any changes unless notified to proceed in writing by the Prime Contracting Officer.

**17. Certifications.** Vendor certifies by acceptance of this agreement that (i) neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any U.S. Federal Government department of agency; (ii) neither it nor its principals have been convicted of a narcotics offense or have been engaged in drug trafficking as defined in 22 CFR Part 140; (iii) neither it nor its principals are designated affiliates as "specially designated nationals" by the Office of Foreign Asset Control of the U.S. Department of Treasury or UN Security Council Committee 1267 sanctions list; (iv) neither it nor its principals have been indicted or convicted on charges of terrorism or of providing support to terrorists; (v) Vendor agrees and certifies to take all necessary actions to comply with Executive Order No. 13244 on Terrorist Financing; blocking and prohibiting transactions with persons who commit, threaten to commit, or support terrorism. Note: Vendor is required to obtain the updated lists at the time of procurement of goods or services. The updated lists are available at: [www.sam.gov](http://www.sam.gov); <http://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx>; and [http://www.un.org/sc/committees/1267/aq\\_sanctions\\_list.shtml](http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml); (vi) neither it nor its principals have been indicted or convicted for violating the Trafficking in Persons Policy; (vii) Vendor may not charge under this Purchase Order any item which has a source/origin from any restricted countries or prohibited sources, as designated by the U.S. State Department. Further, ACDI/VOCA shall not issue purchase orders to entities with a source or nationality of: Cuba, Iran, Libya, North Korea and Syria; and (viii) Vendor warrants that no offer, payment, consideration, or benefit of any kind, which constitutes an illegal or corrupt practice, has been made or shall be made, either directly or indirectly, as an inducement or reward for the award of this Purchase Order. Any such practice will be grounds for terminating or rescinding the award of this Purchase Order, in addition to any other remedies that may be available to ACDI/VOCA in such event. Violation of any of these certifications is considered a material defect and will lead to the termination of this Purchase Order.

**18. Severability.** If any provision of this Purchase Order is held to be invalid or unenforceable for any reason, the remaining provisions may continue in full force at the discretion of ACDI/VOCA without being impaired or invalidated in any way. The invalid provision will be replaced with a valid provision which most closely approximates the intent and economic effect of the invalid provision.

19. Order of Precedence. The rights and obligations of both Parties shall be subject to and governed by the following documents in order listed: (a) the cover page of this Purchase Order; (b) the Business Terms and Conditions of this Purchase Order; (c) any Attachments to this Purchase Order; (d) the Client award noted at Block 9; (e) the Federal Terms and Conditions of this Purchase Order. Any conflict occurring among these documents will be resolved in the stated order of precedence.

20. Compliance with Foreign Corrupt Practices Act. By accepting and implementing the terms of this agreement with ACDI/VOCA the awardee and/or contractor certifies that neither it, nor any of its affiliates, partners, owners, officers, directors, employees, and agents have paid, offered, promised to pay or authorized payment of, and will not pay, offer, promise to pay, or authorize payment of, directly or indirectly, any monies or anything of value to any government official, government employee, political party, or candidate for political office for the purpose of influencing any act or decision of such person or of the government for the benefit of ACDI/VOCA or the programs it implements. Further, the awardee and/or contractor agrees to report any suspected improper payment or activity to the ACDI/VOCA Chief of Party or through the ACDI/VOCA Ethics Hotline <https://secure.ethicspoint.com/domain/media/en/gui/26304/index.html>

**THE FOLLOWING CLAUSE APPLIES ONLY TO PURCHASE ORDERS IN WHICH WORK WILL BE PERFORMED IN WHOLE OR PART IN THE U.S.**

21. Anti-discrimination. Veterans Rule: "This contractor and subcontractor shall abide by the requirements of 41 CFR 60-300.5(a). This regulation prohibits discrimination against qualified protected veterans, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans."

Disability Rule: "This contractor and subcontractor shall abide by the requirements of 41 CFR 60-741.5(a). This regulation prohibits discrimination against qualified individuals on the basis of disability, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities."

**THIS CLAUSE APPLIES TO PURCHASE ORDERS THAT EXCEED \$150,000**

22. Access to Records. If this Purchase Order is a negotiated Purchase Order, ACDI/VOCA, US government donor agency, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any records of the contractor which are directly pertinent to this Purchase Order for the purpose of an audit or examination.

**\*The following tables of Terms & Conditions Apply to Purchase Orders under U.S. Government Prime Contracts Only\***

**FEDERAL TERMS AND CONDITIONS**

This agreement is issued under a U.S. Government Prime Contract. Applicable clauses set forth below are incorporated by reference into this agreement with the same force and effect as if they were set forth in full. A full copy of each clause may be obtained from the ACDI/VOCA Compliance Department. The term FAR means Federal Acquisition Regulation, effective as of January 1, 2014. The terms, "Contractor," "Government" and "Contracting Officer" as used in these clauses shall refer to the Vendor, ACDI/VOCA, and the ACDI/VOCA Compliance Administrator, respectively. This agreement is between Vendor and ACDI/VOCA only and shall not be construed in any way to create a contractual relationship between Vendor and the U.S. Government. The Vendor shall not appeal directly to the U.S. Government without the written consent/concurrence of the ACDI/VOCA Contract Administrator.

**THESE CLAUSES AND STANDARD BUSINESS TERMS AND CONDITIONS APPLY TO ALL CONTRACTS**

CLAUSE TITLE	FAR CITE	CLAUSE TITLE	FAR CITE
Definitions	52.202-1	Combatting Trafficking in Persons	52.222-50
Restriction on Subcontractor Sales to the Government	52.203-6	Privacy Act Notification	52.224-1
Anti-Kickback Procedures 52.203-7	52.203- 52.204-3	Restrictions on Certain Foreign Purchases	52.225-13
Taxpayer Identification	52.204-6		
Data Universal Numbering System (DUNS)	52.204-8	Patent Rights – Acquisition by the Government	52.227-13
Annual Representations & Certifications	52.204-8	Rights in Data – Special Works	52.227-17
Protecting Government’s Interest When Subcontracting with Contracts Debarred, Suspended or Proposed for Debarment	52.209-6	Payments Under Time & Materials/Labor Hour Contracts	52.232-7
		Disputes, Alternate I	52.233-1
		Restrictions on Severance Payments to Foreign Nationals	52.237-8
Material Requirements	52.211-5	Stop Work Order, Alternate I	52.242-15
Liquidated Damages (1% of Contract Value/Day)	52.211-11	Government Delay of Work	52.242-17
Terms and Conditions – Simplified Acquisition (Other Than Commercial Items)	52.213-4	Changes-Fixed Price	52.243-1
Order of Precedence	52.215-8	Subcontracts	52.244-2
Convict Labor (U.S. POs only)	52.222-3	Inspection of Supplies – Fixed Price	52.246-2
Child Labor- Cooperation With Authorities and Remedies	52.222-19	Contractor Liability for Personal Injury and/or Property Damage (applies only to POs for transportation services)	52.247-21
Walsh-Healy Act	52.222-20	Contract Not Affected By Oral Agreement	52.247-27
Prohibition of Segregated Facilities	52.222-21	Preference for U.S.-Flag Air Carriers	52.247-63
Affirmative Action Compliance Equal Opportunity	52.222-25 52.222-26	Preference for Privately Owned U.S.-Flag Commercial Vessels	52.247-64 52.249-2
Equal Opportunity for Special Disabled Veterans and Veterans of the Vietnam Era and Other Eligible Veterans (for POs over \$100,000 only)	52.222-35	Termination For Convenience of the Government (Fixed Price)	
Affirmative Action for Workers With Disabilities	52.222-36	Termination (Cost Reimbursement) (for any cost reimbursable elements)	52.249-6
Employment Reports on Disabled Veterans and Veterans of the Vietnam Era	52.222-37		

**THESE CLAUSES APPLY TO CONTRACTS FOR SERVICES**

CLAUSE TITLE	FAR CITE	CLAUSE TITLE	FAR CITE
Service Contract Act	52.222-41	Inspection of Services – Fixed Price	52.246-4
Changes – Fixed Price Services, Alternate II	52.243-1	Inspection – Time & Materials/Labor Hours	52.246-6
Changes – Time & Materials/Labor Hours	52.243-3	HBCU and Minority Institution Representations	52.226-2

**THESE FAR CLAUSES APPLY TO CONTRACTS \$150,000 AND ABOVE**

CLAUSE TITLE	FAR CITE	CLAUSE TITLE	FAR CITE
Certificate of Independent Price Determination	52.203-2	Payment for Overtime Premiums	52.222-2
Gratuities	52.203-3	Drug-Free Workplace	52.223-6

Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activities	52.203-8	Authorization and Consent	52.227-1
Price or Fee Adjustment for Illegal or Improper Activity	52.203-10	Notice and Assistance Regarding Patent & Copyright Infringement	52.227-2
Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions	52.203-11	Federal, State, and Local Taxes	52.229-3
Limitation on Payments to Influence Certain Federal Transactions	52.203-12	Federal, State, and Local Taxes	52.229-6
Printed or Copied Double-Sided on Recycled Paper	52.204-4	Interest	52.232-17
Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters	52.209-5	Stop-Work Order	52.242-15
Responsibility Matters	52.209-7	Competition in Subcontracting	52.244-5
Updates of Information Regarding Responsibility Matters	52.209-9	Contractor Inspection Requirements	52.246-1
Audit and Records – Negotiation	52.215-2	Limitation of Liability	52.246-23
Integrity of Unit Prices	52.215-14	Limitation of Liability – Services	52.246-25
Price Re-determination – Retroactive	52.216-6	Termination of Convenience for the Government (Fixed Price-SF)	52.249-1
		Default (Fixed-Price Supply and Service)	52.249-8

**THESE CLAUSES APPLY TO USAID CONTRACTS**

<b>CLAUSE TITLE</b>	<b>AIDAR CITE</b>	<b>CLAUSE TITLE</b>	<b>AIDAR CITE</b>
Organizational Conflicts of Interest After Award	752.209-71	Marking	752.7009
Language and Measurement	752.211-70	Family Planning and Population Assistance Activities	752.7016
Source, Origin and Nationality (See AAPD 12-03)	752.225-70	Health and Accident Insurance for AID Participant Trainees	752.7018
Local Procurement	752.225-71	Conflicts Between Contract and Catalog	752.7022
Insurance – Liability to Third Persons	752.228-07	Required Visa Form for AID Participants	752.7023
Salary Supplements for Host Government Employees	752.231-71	Approvals	752.7025
Government Property – USAID Reporting Requirements	752.245-70	Personnel	752.7027
Title To and Care of Property	752.245-71	Acknowledgement and Disclaimer	752.7034
		Public Notices	752.7035

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SAMPLE BUDGET FORMAT

See attachment for sample budget format.

APPENDIX C. TECHNICAL PROPOSAL SUBMISSION SHEET

(Complete this form with all the requested details and submit it as the first page of your technical proposal, with the documents requested above attached. Ensure that your proposal is authorized in the signature block below. A signature and authorization on this form will confirm that the terms and conditions of this RFP prevail over any attachments. If your proposal is not authorized, it may be rejected.)

Date of Technical Proposal:	
RFP Number:	A0043-DEITD-05012022
RFP Title:	Blended Instructor-led Diversity, Equity, and Inclusion Workshop Training Design

We offer to provide the goods/services described in the Scope of Work, in accordance with the terms and conditions stated in Request for Proposal referenced above. We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified. The validity period of our proposal is 60 days from the time and date of the submission deadline.

TYPE OF BUSINESS/INSTITUTION (CHECK ALL THAT APPLY)

Offeror certifies that it is:  Non U.S. Owned/Operated  Government Owned/Operated  
(If Non U.S. Owned/Operated is selected, continue to Anti-Terrorism Certification)

OR FOR US ORGANIZATIONS ONLY:

- Nonprofit  For-Profit  Government Owned/Operated
- Large Business  Small Business  College or University
- Women Owned  Small and Disadvantaged Business

ANTI-TERRORISM CERTIFICATION

The Offeror, to the best of its current knowledge, did not provide, within the previous 10 years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts.

The Offeror also verifies that it does not appear on 1) the website of the Excluded Party List: [www.epis.gov](http://www.epis.gov) or 2) the website of the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the "1267 Committee"): <http://www.un.org/Docs/sc/committees/1267/consolist.shtml>.

The undersigned declares s/he is authorized to sign on behalf of the company listed below and to bind the company to all conditions and provisions stated in the original RFP document including attachments from ACIDI/VOCA.

Proposal Authorized By:

Signature: \_\_\_\_\_ Name: \_\_\_\_\_  
 Position: \_\_\_\_\_ Date: \_\_\_\_\_  
*Authorized for and on behalf of:* (DD/MM/YY)  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 DUNS No.: \_\_\_\_\_ Business Registration No. \_\_\_\_\_