



## Request for Proposals (RFP) # PSM-HTI – HO – 2023-01

### AMENDMENT No. 1

#### Background

On January 13, 2023, Chemonics/GHSC-PSM Haiti launched the RFP PSM-HTI – HO – 2023-01 to identify and select a firm to provide system development and implementation services for multiple information systems deployed in multiple countries supporting national supply chain operations.

#### Purpose

This amendment is being made to reflect the following changes:

- a. Remove and replace **Section B. Required Proposal Documents 1. Cover Letter**, in response to an offeror's question received on January 18, 2023.
- b. Remove and replace the point on contact provided in the **Ethical and Business Conduct Requirements** section (Page 2)
- c. Remove and replace **Annex 2 – Guide to Creating a Financial Proposal for an IQS**

#### Amendment

Specifically, the RFP # PSM-HTI – HO – 2023-01 is amended by:

- a) Replacing in its entirety **Section B. Required Proposal Documents 1. Cover Letter** and inserting in its place the following:

#### **B. Required Proposal Documents**

##### **1. Cover Letter**

The offeror's cover letter shall include the following information:

- i. Name of the company or organization
- ii. Type of company or organization
- iii. Address
- iv. Telephone
- v. Fax
- vi. E-mail
- vii. Full names of members of the Board of Directors and Legal Representative (as appropriate)
- viii. Taxpayer Identification Number
- ix. UEI Number
- x. Official bank account information
- xi. Other required documents that shall be included as attachments to the cover letter:
  - a) Copy of registration or incorporation in the public registry, or equivalent document from the government office where the offeror is registered.
  - b) Copy of company tax registration, or equivalent document.
  - c) Copy of trade license, or equivalent document.
  - d) Evidence of Responsibility Statement, whereby the offeror certifies that it has sufficient financial, technical, and managerial resources to complete the activity described in the scope of work, or the ability to obtain such resources. This statement is required by the Federal

Acquisition Regulations in 9.104-1. A template is provided in Annex 3 “Required Certifications”.

- e) Applicable documents listed in I.4.A.

A sample cover letter is provided in Annex 1 of this IQS RFP.

Offerors in process of formalizing and registering their company with the government where it is headquartered, can submit their proposal and attach the following documents to the cover letter:

- a) Evidence of the company’s registration request in process
- b) Evidence of Responsibility Statement, whereby the offeror certifies that it has sufficient financial, technical, and managerial resources to complete the activity described in the scope of work, or the ability to obtain such resources. This statement is required by the Federal Acquisition Regulations in 9.104-1. A template is provided in Annex 3 “Required Certifications”.
- c) Applicable documents listed in I.4.A.

Should an offeror in process of registering his/her company be selected for the award, this offeror must submit the following documents prior to signing the subcontract:

- a) Copy of registration or incorporation in the public registry, or equivalent document from the government office where the offeror is registered.
- b) Copy of company tax registration, or equivalent document.
- c) Copy of trade license, or equivalent document.

The subcontract would only be signed if the company’s registration has been completed but in no event, the subcontract signing could exceed 30 days from the award.

- b) Removing and replacing the person to contact with any questions and concerns regarding **Ethical and Business Conduct Requirements** (Page 2) as follows:

Gregory McCann  
Program Management Unit Director  
[gmccann@chemonics.com](mailto:gmccann@chemonics.com)

- c) Replacing in its entirety **Annex 2 - Guide to Creating a Financial Proposal for an IQS** and inserting in its place the following:

## **Annex 2      Guide to Creating a Financial Proposal for an IQS**

The purpose of this annex is to guide offerors in creating a budget for their cost proposal. Because the subcontract will be funded under a United States government-funded project, it is important that all offerors’ budgets conform to this standard format. It is thus recommended that offerors follow the steps described below.

Step 1: Each offeror must determine a list of labor categories required to implement the SOW in this RFP.

Establish the level of seniority for each labor category, minimum qualifications, and list of responsibilities for the labor category required to implement the scope of work. These labor categories, qualifications, and responsibilities will be included in the resulting IQS subcontract.

Step 2: Establish Fixed Daily Rates in USD for each labor category. Each proposed daily rate must be “burdened” and must only include the following:

- Salary cost or consulting fee of the individual providing the services;
- Payroll costs (e.g. fringe benefits, social insurance, bank fees);
- Indirect costs applicable to labor (e.g. corporate overhead or management/administrative fee);
- Indirect costs applicable to non-labor costs (e.g. corporate overhead or management/administrative fee applied to other direct costs/materials);
- Reasonable profit or fee, if any.
- If the Offeror, has commercial rates, he should provide them per instructions in this RFP.

The subcontract resulting from this RFP will be an Indefinite Quantity Subcontract (IQS). The IQS will have labor categories and levels linked to minimum qualifications and responsibilities for each position and corresponding Fixed Daily Rates (FDRs). The FDRs incorporated in the IQS will be used to inform the creation of individual firm fixed price STOs. A sample budget for labor categories and FDRs is shown below.

Step 3: Write Cost Notes. The spreadsheets shall be accompanied by written notes that explain each labor category and the assumptions made, as well as how the amount is reasonable.

**Sample Budget**

Labor – FDRs for Labor Categories required for Implementation of Sub-Task Orders under anticipated IQS subcontract.

Labor categories	Fixed Daily Rate	Minimum Qualifications and Years of experience	Labor Category Responsibilities under SOW	Cost Notes

**All other terms and conditions of the original RFP # PSM-HTI – HO – 2023-01 remain in effect and unchanged.**