



## REQUEST FOR QUOTATIONS (RFQ)

RFQ Number: PSM-HTI-HO-2025-01

Issuance Date: 1/17/2025 9:00 AM EDT

Deadline for Quotes: 1/31/2025 5:00 PM EDT

Description: Helicopter Evacuation Services

For: Chemonics International Inc.  
1275 New Jersey Ave SE, Suite 200  
Washington, DC 20003-5115

Funded By: United States Agency for International Development (USAID),  
Global Health Supply Chain – Procurement and Supply Management (GHSC-  
PSM) project  
Contract No. AID-OAA-I-15-00004 and Task Order Nos AID-OAA-TO-15-  
00007, AID-OAA-TO-15-00010 and AID-OAA-TO-16-00018

Implemented By: Chemonics International Inc.

Point of Contact: GHSC-PSM Haiti PMU, [haitipsmpmu@ghsc-psm.org](mailto:haitipsmpmu@ghsc-psm.org)

### \*\*\*\*\* ETHICAL AND BUSINESS CONDUCT REQUIREMENTS \*\*\*\*\*

Chemonics is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit. Chemonics expects suppliers to comply with our Standards of Business Conduct, available at <https://www.chemonics.com/our-approach/standards-business-conduct/>.

Chemonics does not tolerate fraud, collusion among offerors, falsified proposals/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported to both USAID and the Office of the Inspector General.

Employees and agents of Chemonics are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination and will be reported to USAID and the Office of the Inspector General. In addition, Chemonics will inform USAID and the Office of the Inspector General of any supplier offers of money, fee, commission, credit, gift, gratuity, object of value, or compensation to obtain business.

Offerors responding to this RFQ must include the following as part of the proposal submission:

- Disclose any close, familial, or financial relationships with Chemonics or project staff. For example, if an offeror's cousin is employed by the project, the offeror must state this.
- Disclose any family or financial relationship with other offerors submitting proposals. For example, if the offeror's father owns a company that is submitting another proposal, the offeror must state this.
- Certify that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- Certify that all information in the proposal and all supporting documentation are authentic and accurate.
- Certify understanding and agreement to Chemonics' prohibitions against fraud, bribery and kickbacks.

Please contact **Sonnya Valencia**, [svalencia@chemonics.com](mailto:svalencia@chemonics.com) with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to [BusinessConduct@chemonics.com](mailto:BusinessConduct@chemonics.com) or by phone/Skype at 888.955.6881.

## **Section 1: Instructions to Offerors**

1. **Introduction:** The Global Health Supply Chain Program – Procurement and Supply Management (GHSC-PSM) Project is a USAID program implemented by Chemonics International in Haiti. The goal of the GHSC-PSM in Haiti project is to ensure the uninterrupted supply of health commodities in support of U.S. government-funded public health initiatives around the world. The project provides direct procurement and supply-chain management support to the President’s Emergency Plan for AIDS Relief (PEPFAR), President’s Malaria Initiative (PMI), USAID’s Population and Reproductive Health Program (PRH), and USAID’s Newborn, Child and Maternal Health (MCH) program to support the U.S. government-funded global health activities, GHSC-PSM manages an array of health commodity procurement services and provides related systems strengthening technical assistance encompassing all elements of a comprehensive supply chain.

To support project activities, the GHSC-PSM project in Haiti seeks a company to provide ad-hoc, chartered helicopter transportation for the GHSC-PSM project in Haiti for the purpose of transporting project staff, including international employees as requested. Due to the continued deterioration of the security situation in Haiti, including gang activities which cause blockages across roads and passageways and the cancelation of international commercial flights, the need for chartered air transportation options for safe evacuation and movement of staff in Haiti is becoming increasingly critical. As such, the GHSC-PSM project is seeking chartered helicopter services to provide a safe and efficient options for staff transportation on an as-needed basis when the circumstances in country necessitate staff evacuations to safe nearby international destinations or to other safe sites within Haiti.

Offerors are responsible for ensuring that their offers are received by Chemonics in accordance with the instructions, terms, and conditions described in this RFQ. Failure to adhere with instructions described in this RFQ may lead to disqualification of an offer from consideration.

2. **Offer Deadline and Protocol:** Offers must be received no later than **5:00 PM EDT on January 31, 2025** by electronically submitting the required documents to the following email address: [HaitiPSMPMU@ghsc-psm.org](mailto:HaitiPSMPMU@ghsc-psm.org).

Please reference the RFQ number in any response to this RFQ. Offers received after the specified time and date will be considered late and will be considered only at the discretion of Chemonics.

3. **Questions:** Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than **5:00 PM on January 24, 2025** by email to [HaitiPSMPMU@ghsc-psm.org](mailto:HaitiPSMPMU@ghsc-psm.org). Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that Chemonics believes may be of interest to other offerors will be circulated to all RFQ recipients who have indicated an interest in bidding.

Only the written answers issued by Chemonics will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of Chemonics or any other entity should not be considered as an official response to any questions regarding this RFQ.

4. **Scope of Work:** Section 3 contains the Scope of Work for the required services.
5. **Quotations:** Quotations in response to this RFQ must be priced on a **Purchase Order** basis. Prices must be presented in USD. Prices must be inclusive of all costs (including worker’s compensation insurance mandated by U.S. Defense Base Act (DBA insurance)). Offers must remain valid for not less than ninety (90) calendar days after the offer deadline. Offerors are requested to provide

quotations on their official quotation format or letterhead; in the event this is not possible, offerors may complete the table in Section 3.

In addition, offerors responding to this RFQ are requested to submit the following:

- Organizations responding to this RFQ are requested to submit a copy of their official registration or business license. Individuals responding to this RFQ are requested to submit their business registration as individuals to operate the helicopter for passengers transportation.
- Company profile. 3-5 pages introduction to the company's areas of expertise and practice, and description of the main clients the company has completed work for during the past three years. This narrative should include a description of past performance for similar services and include all required documented experience of flight history in Haiti and/or nearby countries covered in this proposal and landing authorizations as outlined in 7e – Evaluation and Basis for Award.
- Required CVs with 3 references of previous similar services conducted for other organizations and/or individuals. Qualifications of all personnel must be in line with international regulations, including pilots who possess valid and appropriate pilot's licenses and certifications. (See 7e – Evaluation and Basis for Award for more details).
- List of proposed/available helicopters or other aircraft: present details such as type of aircraft and model, country flag and tail number of nominated aircraft, weight capacity, available dimensional volume, age, and aircraft landing requirements (See 7e – Evaluation and Basis for Award).
- Confirmation that the offeror will ensure adherence to all rules for the international carriage of passengers and crew as stipulated under the Convention on International Civil Aviation
- Confirmation that the offeror will maintain insurance coverage for the aircraft, crew and passengers as per applicable industry standards
- Confirmation that the offeror is able to provide these chartered helicopter services currently and the minimum notice period of time (72 hours) required to action a Purchase Order for these services.
- A minimum of three (3) references (with name and contact information) indicating the relevant services carried out in the last three (3) years that best illustrate organization/ individual's qualifications and past performance. References from USAID or similar donor-funded projects are preferred. Independent verification of the references may be carried out. Chemonics reserves the right to obtain past performance information from sources other than those identified by the offeror;
- Official price quotation (fixed price); see Section 3 for scope of work, required technical qualifications and the template to provide quotations

The price quotation must be submitted separately from the other above documents. All other parts of this quotation must not make reference to pricing data in order that the technical evaluation may be made strictly on the basis of technical merit.

6. **Delivery**: As part of its response to this RFQ, each offeror is expected to provide an estimate (in calendar days) of the delivery timeframe (72 hours after receipt of order). The delivery estimate presented in an offer in response to this RFQ must be upheld in the performance of any resulting contract
7. **Source and Authorized Geographic Code**:
  - a) All services offered in response to this RFQ or supplied under any resulting award must meet **USAID Geographic Code 935** in accordance with the United States Code of Federal Regulations (CFR), [22 CFR §228](#). The cooperating country for this RFQ is Haiti.

Offerors may not offer or supply services or any commodities that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, Syria.

Any and all items that are made by Huawei Technology Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, Dahua Technology Company will not be accepted. If quotes include items from these entities please note that they will be deemed not technically responsive and excluded from competition.

- b) **Taxes and VAT:** The agreement under which this procurement is financed does not permit the financing of any taxes, VAT, tariffs, duties, or other levies imposed by any laws in effect in the Cooperating Country. No such Cooperating Country taxes, VAT, charges, tariffs, duties or levies will be paid under an order resulting from this RFQ.
- c) **UEI Number:** Companies or organizations, whether for-profit or non-profit, shall be requested to provide a Unique Entity Identifier (UEI) number if selected to receive an award in response to this RFQ valued greater than or equal to USD\$30,000 (or equivalent in other currency). If the Offeror does not have a UEI number and is unable to obtain one before the submission deadline, Offeror shall include a statement noting their intention to obtain a UEI number should it be selected as the successful offeror or explaining why registration for a UEI number is not possible. Contact [sam.gov](http://sam.gov) to obtain a number. Further guidance on obtaining a UEI number is available from Chemonics upon request.
- d) **Eligibility:** By submitting an offer in response to this RFQ, the offeror certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the U.S. Government. Chemonics will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.
- e) **Evaluation and Basis for Award:** The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and is determined via a trade-off analysis to be the best value based on application of the following evaluation criteria. Points will not be awarded for cost which will be primarily evaluated for realism and reasonableness. For overall evaluation purposes of this RFQ, technical evaluation factors other than cost, when combined, are considered significantly more important than cost factors. If technical scores are determined to be equal or nearly equal, cost will become the determining factor.

#### **Technical Know How and Corporate Capabilities:**

The offeror shall provide in its/their technical proposal the following:

- List of proposed/available helicopters, including details such as type of helicopter and model, country flag and tail number of nominated aircraft, weight capacity, available dimensional volume, age, and aircraft landing requirements and proof of fleet ownership (title and registration)
- Description of the frequency and scope for aircraft maintenance, as well as qualifications of maintenance provider
- Description of experience in air travel within Haiti and internationally.
- Description of purpose of flights previously carried out (commercial, charter, transportation of goods, transportation of passengers, etc.). Must describe history of operating flights into/out of Haiti and possess the ability to demonstrate flights in the last year, as well as provide proof of--or the ability to acquire--landing rights.

- Offerors must confirm in writing and provide proof of authorization for all takeoff and landing sites associated with the required routes, including which takeoff/landing locations are authorized, what type of authorization the offeror possesses, and which entity issued the authorization.
- Provide a corporate history/management summary and evidence that the Offeror and/or its officers have been engaged for a minimum of three (3) years in providing similar products and services as described herein.
- Confirmation that the offeror is able to provide these chartered helicopter services currently and the minimum notice period of time (72 hours) required to action a Purchase Order for these services.
- Confirmation that the offeror will maintain insurance coverage for the aircraft, crew and passengers as per applicable industry standards
- The offeror must disclose any services that may result in additional fees such as fuel, maintenance, expedited services and hours of travel.

### **Management, Key Personnel, and Staffing Plan**

- Qualification of all personnel must be in line with national regulations, including pilots who possess valid and appropriate pilot's licenses and certifications.
  - The offeror shall provide the CVs of a minimum of one **Pilot** with 5 years of professional experience minimum and licensed by the appropriate governmental authority. CVs for any other pilots who may support this Scope of Work should also be included. The offeror must furnish a pilot for each day the aircraft is required to be available. The pilot must have the authority to represent the offeror in all matters.
- Pilots and aircrew members shall be trained, qualified, and maintain proficiency in accordance with FAR 14 CFR Parts 61 through 67 and 32 CFR 861 standards, or equivalent ICAO standards. Copies of initial and current certificates of proficiency shall be made available to USAID. Pilots shall be commercial certified in Visual Flight Rules (VFR) and Instrument Flight Rules (IFR).
  - At least one staff member aboard an aircraft is required to speak English in a fluent and coherent manner, and pilots must be able to communicate with each other to ensure adequate crew coordination and safety of flight.
- The offeror shall make available to Chemonics if awarded, information regarding the key personnel, including telephone, pager, cellular phone, fax numbers, e-mail addresses and all other information reasonably necessary to afford Chemonics/GHSC-PSM access to such personnel at all reasonable times.
- The offeror will be responsible for ensuring that all of its employees performing any Services under the scope of this RFQ do so competently and with integrity and that they observe all applicable health, safety and workplace regulations and policies. The offeror will, subject to applicable national employment, data protection and privacy laws, screen all employees and contractors at its own expense, using background checks appropriate given the nature of the activities of such employees and contractors before such employees and contractors begin providing Services for GHSC-PSM.
- Chemonics/GHSC-PSM may, in its sole discretion, request the offeror to replace any employee supporting this scope with Chemonics. The offeror acknowledges that none of its personnel who perform the Services shall become an employee of Chemonics/GHSC-PSM and Chemonics/GHSC-PSM shall not have any obligation to pay any such personnel's salary, national insurance, social security or any other amounts required by law or by contract to be paid to or in respect of any such personnel by his or her employer. The offeror shall defend, indemnify and hold harmless Chemonics/GHSC-PSM against any and all claims brought by any of its employees against Chemonics/GHSC-PSM in connection with this scope.
- *Optional - Driver(s)*. If Offeror maintains such capacity, provide a trained driver to pick up the passengers and drive them to their helicopter landing zone destination in Haiti. If available,

the offeror could also provide a trained driver to pick up the travelers and drive them to their final destination of an approved hotel in proposed destination as well as report on travel progress, interruptions, or deviations from the planned journey.

- If providing drivers, they must be trained and qualified in the vehicle they operate. This training will include knowledge of basic field or road repairs, vehicle handling (including in challenging terrain that requires defensive driving, hostile environment driving, and four-wheel drive if applicable), and defensive maneuvering. Driver should be knowledgeable of the local area. Driver will have basic first aid/CPR training and training on operating all communications equipment to be used on the mobilization.
- Drivers will speak French and/or Spanish as appropriate to mitigate risk through checkpoints and other interactions with security forces or locals.
- For Offerors including helicopter services to other international destinations (Turks and Caicos, the Bahamas or the U.S.), please confirm trained drivers meeting the above specifications are available at those destinations as well.

The relative importance of each individual criterion is indicated by the number of points below:

- **Technical Know How and Corporate Capabilities– 40 points:** Chemonics will assess whether the proposal explains, understands and responds to the objectives of the project as stated in the Scope of Work. Does the Offeror have the required aircraft to provide ad-hoc helicopter services to the number of staff required to requested locations with notice period defined in the Scope of Work? Describe the approach for executing the work along with an anticipated timeline and confirm if estimation provided in SOW is possible.
- **Management, Key Personnel and Staffing – 30 points:** Chemonics will evaluate the curriculum vitae (CV) of the proposed pilot and copilot and evaluate if the offer has the experience and capabilities to carry out the Scope of Work. Does the offeror have the capability to fulfill the Scope of Work with the staff and management composition of the organization at large and the specific positions available to support the ad-hoc purchase orders? As presented in the CVs of the key personnel and management: Does the offeror have the experience and capabilities to carry out the Scope of Work with the proposed staff?
- **Past Performance – 30 points:** Offerors must include 3 past performance references of similar work (under contracts, subcontracts or any kind of agreements) previously implemented as well as contact information for the companies for which such work was completed. Contact information must include at a minimum: name of point of contact who can speak to the offeror’s performance, name and address of the company for which the work was performed, and email and phone number of the point of contact. Chemonics will assess the past performance of the Offerors by contacting three references who may indicate the Offeror's past performance for projects of similar size and scope.

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed “non-responsive” and thereby disqualified from consideration. Chemonics reserves the right to waive immaterial deficiencies at its discretion. Best-offer quotations are requested. It is anticipated that award will be made solely on the basis of these original quotations. However, Chemonics reserves the right to conduct any of the following:

- Chemonics may conduct negotiations with and/or request clarifications from any offeror prior to award.
- While preference will be given to offerors who can address the full technical requirements of this RFQ, Chemonics may issue a partial award or split the award among various Vendors, if in the best interest of the GHSC-PSM in Haiti Project.

- Chemonics may cancel this RFQ at any time.
- Chemonics may reject any and all offers, if such action is considered to be in the best interest of Chemonics.

Please note that in submitting a response to this RFQ, the offeror understands that USAID is not a party to this solicitation and the offeror agrees that any protest hereunder must be presented—in writing with full explanations—to the GHSC-PSM in Haiti Project for consideration, as USAID will not consider protests regarding procurements carried out by implementing partners. Chemonics, at its sole discretion, will make a final decision on the protest for this procurement.

- f) **Terms and Conditions:** This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Chemonics, the GHSC-PSM in Haiti Project, or USAID to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer.

This solicitation is subject to Chemonics' standard terms and conditions. Any resultant award will be governed by these terms and conditions; a copy of the full terms and conditions is available upon request. Please note the following terms and conditions will apply:

- Chemonics' standard payment terms are net 30 days after receipt and acceptance of any commodities or deliverables. Payment will only be issued to the entity submitting the offer in response to this RFQ and identified in the resulting award; payment will not be issued to a third party.
- Any award resulting from this RFQ will be firm fixed price, in the form of a purchase order.
- No services or commodities may be supplied that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, Syria.
- Any international air or ocean transportation or shipping carried out under any award resulting from this RFQ must take place on U.S.-flag carriers/vessels.
- United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The Vendor under any award resulting from this RFQ must ensure compliance with these laws.

g) DEFENSE BASE ACT (DBA) INSURANCE

- a) FAR 52.228-3 WORKER'S COMPENSATION INSURANCE (DEFENSE BASE ACT INSURANCE) (Jul 2014) [Updated by AAPD 22-01- 6-10-22]

The Subcontractor shall (a) provide, before commencing performance under this Subcontract, such workers' compensation or security as the Defense Base Act (DBA) (42 U.S.C. 1651, et seq.) requires and (b) continue to maintain it until performance is completed. The Subcontractor shall insert, in all lower-tier subcontracts authorized by Chemonics under this Subcontract to which the Defense Base Act applies, a clause similar to this clause imposing upon those lower-tier subcontractors this requirement to comply with the Defense Base Act. DBA insurance provides critical protection and limits on liability. The Subcontractor shall provide proof of DBA insurance coverage to Chemonics upon request. Chemonics will verify coverage for, at least, projects in high-risk environments and where Chemonics may be providing security.

- (b) AIDAR 752.228-3 WORKERS' COMPENSATION (DEFENSE BASE ACT) [Updated by AAPD 22-01- 6-10-22] As prescribed in AIDAR 728.308, the following supplemental coverage is to be added to the clause specified in FAR 52.228-3.

(1) The Subcontractor agrees to procure DBA insurance pursuant to the terms of the contract between USAID and USAID's DBA insurance carrier unless the Subcontractor has a DBA self-

insurance program approved by the U.S. Department of Labor or has an approved retrospective rating agreement for DBA.

(2) If USAID or Subcontractor has secured a waiver of DBA coverage (See AIDAR 728.305-70(a)) for Subcontractor's employees who are not citizens of, residents of, or hired in the United States, the Subcontractor agrees to provide such employees with worker's compensation benefits as required by the laws of the country in which the employees are working, or by the laws of the employee's native country, whichever offers greater benefits.

(3) The Subcontractor further agrees to insert in all lower-tier subcontracts hereunder to which the DBA is applicable a clause similar to this clause, including the sentence, imposing on all lower-tier subcontractors authorized by Chemonics a like requirement to provide overseas workmen's compensation insurance coverage and obtain DBA coverage under the USAID requirements contract.

(4) Contractors must apply for coverage directly to Starr Indemnity & Liability Company through its agent, Marsh McLennan Agency (MMA), using any of the following methods:

1. **Website.** There is a website with the option to print a PDF application form and submit it or complete an online application. The link to the website is: <https://www.starr.com/Insurance/Casualty/Defense-Base-Act/USAID---Defense-Base-Act>

2. **Email.** An application form can be emailed to: [USAID@marshmma.com](mailto:USAID@marshmma.com)

3. **Additional Contacts.** Contacts for Starr Indemnity & Liability Company and its agent, Marsh MMA are available for guidance and question regarding the required application form and submission requirements:

- Tyler Hlawati (Starr) [tyler.hlawati@Starrcompanies.com](mailto:tyler.hlawati@Starrcompanies.com) Telephone: 646-227-6556
- Bryan Cessna (Starr) [bryan.cessna@starrcompanies.com](mailto:bryan.cessna@starrcompanies.com) Telephone: 302-249-6780
- Mike Dower (Marsh MMA) [mike.dower@marshmma.com](mailto:mike.dower@marshmma.com) Telephone: 703-813-6513
- Diane Proctor (Marsh MMA) [diane.proctor@marshmma.com](mailto:diane.proctor@marshmma.com) Telephone: 703-813-6506

For instructions on the required application form and submission requirements, please refer to [AAPD 22-01](#). Pursuant to AIDAR 752.228-70, medical evacuation is a separate insurance requirement for overseas performance of USAID funded subcontracts; the Defense Base Act insurance does not provide coverage for medical evacuation. The costs of DBA insurance are allowable and reimbursable as a direct cost to this Subcontract.

Before starting work, the offeror must provide Chemonics with a copy of the DBA coverage policy that covers each of its employees.

## **Section 2: Offer Checklist**

To assist offerors in preparation of the quote, the following checklist summarizes the documentation to include an offer in response to this RFQ:

- Cover letter, signed by an authorized representative of the offeror (see Section 4 for template)
- Official quotation, including proof of technical qualifications, (see Section 3 for scope of work, required technical qualifications, and the template to provide quotations);



- Copy of offeror's registration or business license (see Section 1.5 for more details); Individuals responding to this RFQ are requested to submit a copy of their identification card along with their registration to deliver flight charter services;
- Company profile. 3-5 pages introduction to the company's areas of expertise and practice, and description of the main clients the company has completed work for. This narrative should include a description of past performance for similar services and include all required documented experience of flight history in Haiti and/or nearby countries covered in this proposal and landing authorizations as outlined in 7e – Evaluation and Basis for Award.
- CVs of key personnel including pilot(s), with references of previous similar services conducted for other organizations and/or individuals. Qualifications of all personnel must be in line with national regulations, including pilots who possess valid and appropriate pilot's licenses and certifications. (See 7e – Evaluation and Basis for Award for more details).
- List of proposed/available helicopters, present details such as type of aircraft and model, country flag and tail number of nominated aircraft, weight capacity, available dimensional volume, age, and aircraft landing requirements (See 7e – Evaluation and Basis for Award).
- Documentation of good safety record for the past three (3) years including all details required and noted in Section 3 Scope of Work
- A certification that Offeror and Offeror's agents and subcontractors will maintain, for the duration of this contract, required and necessary levels of liability, worker compensation and war risk insurance to meet responsibilities under FAR clause 52.247-21.
- Confirmation that the offeror is able to provide these chartered helicopter services currently and the minimum notice period of time (72 hours) required to action a Purchase Order for these services.
- Official price quotation (fixed price); see Section 3 for scope of work, required technical qualifications and the template to provide quotations
- Contact information for at least three (3) references of past or present clients indicating the relevant services carried out within the last three (3) years that best illustrate company/individual's qualifications and past performance (see Section 1.5 for more details). References from USAID or similar donor-funded projects are preferred. Independent verification of the references may be carried out. Chemonics reserves the right to obtain past performance information from sources other than those identified by the offeror;
- Federal Funding Accountability and Transparency Act (FFATA) Subaward Reporting Questionnaire, signed by an authorized representative of the offeror (see Section 5 for questionnaire). This form shall be completed only if the value is over \$30,000.
- Positioning Fee Service Terms (if applicable) to specify the conditions under which the helicopter will be deployed, including response times, types of emergencies excluded, and any geographical limitations. The terms may include usage credits or caps. The positioning fee should clearly state conditions in which it will be required or waived.

### **Section 3: Scope of Work and Pricing Template**

#### **Section 3.A: Scope of Work:**

The purpose of this RFQ is to engage a firm to provide helicopter staff transportation services to Chemonics on an ad-hoc, as needed basis.

#### **Overview**

The GHSC-PSM project is seeking bids in response to the need for ad-hoc chartered helicopter flights for the transportation of project employees within Haiti (Cap Haitien at a minimum) and internationally (such as the Dominican Republic, Turks & Caicos, the Bahamas, or the U.S.) that are accessible to the vendor's aircraft.

Chemonics International oversees the implementation of the Global Health Supply Chain Program – Procurement and Supply Management (GHSC-PSM) project in Haiti on behalf of United States Agency for International Development (USAID). The GHSC-PSM project in Haiti has an office located in Port-au-Prince and several international staff stationed in Cap Haitien. Additionally, staff from Chemonics Headquarters may occasionally travel to Haiti for short-term technical assignments to support the GHSC-PSM project.

Since the upsurge in gang violence first beginning in March 2024 has continued to cause disruptions to ground transport, business operations, diplomatic services, and flights at the capital's Toussaint Louverture International Airport in Port-au-Prince (PAP), the project is interested to have access to, chartered helicopters to provide safe passage for Chemonics staff and project counterparts, including international employees, who may need to evacuate from Haiti urgently and unexpectedly.

The GHSC-PSM project will select the chartered helicopter services from the offeror who propose the best value for efficient and safe transportation of staff in response to the present RFQ. The successful offeror shall identify and assign secure transport of Chemonics' personnel away from the affected locations defined by Chemonics. The Offeror shall support the secure mobilization of staff in accordance with the following:

#### **REQUIRED:**

- *Informed movements:*
  - The Offeror will conduct route and location assessments to help inform movement decisions and planning. In collaboration with Chemonics security and project leadership team, the Offeror will identify the most secure routes between locations with at least one other alternative route option and evaluate potential threats, challenges, and resources (fuel, lodging, urban centers with stores, automotive repair shops, hospitals, etc.) along routes (as well as alternative routes should the situation on primary routes require a change).
  - The Offeror will designate at least one point of contact in predetermined locations in Haiti to provide the Offeror with regular frequent updates as the Offeror deems necessary on situational developments in cities and route corridors, including when they are opening and is safe for travel.
  - For locations where points of contact are not designated or where communication is not available due to network disruptions, the Offeror will coordinate a route reconnaissance by the Offeror's surveillance team.
  - In advance of planned Chemonics staff movement via Offeror's helicopter services, the Offeror will participate in briefings with GHSC-PSM project leadership and Security Management Unit to discuss and confirm plan and timelines for passenger departure,

- arrival, and handover at arrival destination so there are no delays. This includes planning and confirmation between parties of contingencies as deemed necessary by Chemonics
- Offeror will report on mobilization progress from beginning to end along with any deviations to the journey management plan that is developed to inform the mobilization. Any incidents or delays will be communicated immediately to the project security point of contact. In the event that a flight is required to be diverted to an alternate destination, it is the responsibility of the subcontractor to inform GHSC-PSM and ensure travelers are safely delivered to their final destination when safe to do so.
- *Helicopter Services*
    - Provide a minimum of one airworthy helicopter suited for personnel evacuation from high-risk areas. The specific staff names and required documentation will be determined and shared by GHSC-PSM up to 72 hours in advance of transport.
    - Ensure all helicopters are properly registered, maintained, and insured in full compliance with applicable regulations governing international hired aircraft.
    - The Offeror shall use only owned aircraft. The Subcontractor shall not charter any flights specifically for the GHSC-PSM project without written approval from Chemonics.
    - Supply flight crews with verified experience in conducting evacuation operations in hostile/austere environments, possessing qualifications commensurate with industry standards. The offered pilots' qualifications will be cleared by Chemonics. If cleared pilots are unable to deliver the service and replacements are needed, Chemonics would need to clear them too. Provide a secure corridor for aerial evacuation of all designated personnel from Port au Prince Haiti to pre-determined landing points in Cap Haitien (required) and any proposed international locations (optional).
    - Execute evacuation using pre-planned primary and contingency routes factoring in changing risks, airspace restrictions, and intelligence updates.
    - Obtain and maintain all necessary overflight/landing permits and authorizations from relevant national aviation authorities for evacuation routes.
    - No other passengers originating from organizations other than GHSC-PSM shall be transported on the same flight as GHSC-PSM passengers without explicit knowledge and approval of GHSC-PSM/Chemonics.
  - *Positioning Fee (if applicable)*
    - A positioning fee for guaranteeing first right to helicopter service in an emergency is a charge that covers the cost of moving the helicopter from its base to a location from which a pickup in Port-au-Prince and drop off at the proposed locations is possible.

OPTIONAL:

- *Vehicles:*
  - The Offeror will provide a trained driver to pick up passengers at TBD airfield and drive them to their final destination of an approved hotel in the proposed international location as well as report on travel progress, interruptions, or deviations from the planned journey.
  - Vehicle will be equipped with a comprehensive first aid kit and repair kit with tools sufficient to handle basic field or road repairs, paper maps, primary and redundant communications equipment (multiple SIM cards for different networks, two-way radio if multiple vehicles used, mobile phones with international and local access, encrypted radio, or other as deemed necessary to maintain communications capabilities), and any other supplies required for long-duration vehicular movements.

- *Drivers:*
  - The Offeror will provide a trained driver to pick up the passengers and drive them to their helicopter landing zone destination in Haiti as well as report on travel progress, interruptions, or deviations from the planned journey.
  - The supplier will provide a trained driver to pick up the traveler and drive them to their final destination of an approved hotel in the proposed location as well as report on travel progress, interruptions, or deviations from the planned journey.
  
- *Training:*
  - The driver will be trained and qualified in the vehicle they operate. This training will include knowledge of basic field or road repairs, vehicle handling (including in challenging terrain that requires defensive driving, hostile environment driving, and four-wheel drive if applicable), and defensive maneuvering. Driver should be knowledgeable of the local area. Driver will have basic first aid/CPR training and training on operating all communications equipment to be used on the mobilization.
  - Drivers will speak French and/or Spanish as appropriate to mitigate risk through checkpoints and other interactions with security forces or locals.

## OVERALL REQUIREMENTS

The successful offeror must meet the following requirements:

- Offeror must have minimum of one airworthy helicopter suited for personnel evacuation from high-risk areas and capable of completing non-stop trips in Haiti (at a minimum to Cap Haitien). Please note in proposal if helicopters are capable of non-stop trips to other nearby countries as well, including the Dominican Republic, Turks & Caicos, the Bahamas and the U.S.
- Offeror must have helicopter(s) capable of transporting a minimum of 5 passengers
- Offeror must be able to begin transportation services by January 2025
- Offeror may be requested to provide transportation services with as little as 72 hours in advance notice for bookings trips. The project shall designate only certain individuals with the authority to request charter air travel.
- Offeror must ensure helicopters are properly registered, maintained, and insured in full compliance with applicable regulations governing international hired aircraft.
- All flight crews must have verified experience in conducting evacuation operations in hostile/austere environments, possessing qualifications commensurate with industry standards.
- Offeror must ensure adherence to all rules for the international carriage of passengers and crew as stipulated under the Convention on International Civil Aviation.
- Offeror must maintain insurance coverage for the aircraft, crew and passengers as per applicable industry standards
- Offeror must have a good safety record for the past three (3) years, with documentation of the following:
  - Detailed information on equipment, maintenance records, copies of any violation of government aviation requirements in previous work locations, and inspection reports, including any discussion of the relevant issues their responses to relevant governing aviation authority findings or violations.
  - Copies of safety records including information on any in-flight or ground accidents or injuries for the last three years.

- o Supplier must provide appropriate aviation authority certifications and pilots for aircrafts proposed under this RFQ
  - o Documentation that the offeror has the necessary international registrations for their aircraft as well as the necessary accreditations for maintenance.
- Offeror must notify the Project within five (5) days of any FAA or other government aviation reportable incidents with any of its aircrafts. The project reserves the right to terminate any agreement with the Supplier if it is in the project's interest to do so as a result of any incident.
- Offeror shall respond to all requests from Chemonics/GHSC-PSM within 24 hours and shall provide a list of all contacts for emergency management and escalation. This list shall be kept up to date at all times.
- Unless otherwise agreed, Offeror will provide, maintain and bear all costs associated with any technology, equipment, labor, materials and any facilities necessary to support the Services.

### **Oversight of Supplier Services**

- Technical and management oversight of Offeror services shall be provided by Chemonics. Oversight of the general security policy and approach and this purchase order will be provided collaboratively with the Chemonics Security Management Unit, GHSC-PSM Haiti project management units, and the Offeror.

### Section 3 (B): Pricing Template

Offerors are requested to provide quotations containing the information below in response to the Section 3 (A) Scope of Work, on official letterhead or official quotation format. In the event this is not possible, offerors may complete this Section 3(B) and submit a signed/stamped version to Chemonics. The table below only requests the unit price for the services that meets the specifications defined in the previous section.

Offerors should provide pricing of the total costs associated with each line item that they can provide, which should include labor and all non-labor costs such as other direct costs, travel and transport, etc.

Line Item	Description	Qty	Notes on items/services included	Unit Price (USD)	Total Price (USD)
<b>Ad Hoc Helicopter Service Deliverables</b>					
1	One-way Helicopter Transport from TBD Landing Zone in Port-au-Prince Haiti to Cap Haitien (5 PAX max)	1	(Provide pricing per flight with passenger capacity based on mileage)		
2	Informed Movement Management, Logistics & Coordination Fee	1			
3	Positioning Fee (to be included if airframe requires forward deployment to complete required flights)	1			
<b>OPTIONAL Service Deliverables</b>					
5	One-way Helicopter Transport from TBD Landing Zone in Haiti to other <b>international</b> destinations (if available, such as Turks & Caicos, Bahamas, U.S., etc.).	1	(Provide pricing per flight with passenger capacity based on mileage)		
6	Ground Transportation with Vetted Security Driver in other <b>international</b> destinations (Turks & Caicos, Bahamas, U.S.) as available	1	Per day		
7	Ground Transportation with Vetted Security Driver in <b>Haiti</b> (Day Rate) (5 PAX max)	1	Per day		
8	Haiti Tactical Security Team (5 Agents) & Transportation (1 Close protection officer; 2 Armored vehicles; 2 Security trained Drivers) and LZ security/Coordination for 5 PAX max	1	To complete one movement of all PAX		
<b>Subtotal:</b>					
<b>Other Costs (Describe: _____):</b>					

<b>GRAND TOTAL(USD):</b>		
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Electronic deliveries shall be made by the Vendor to [haitipsmpmu@ghsc-psm.org](mailto:haitipsmpmu@ghsc-psm.org)

Delivery time (after receipt of order): \_\_\_\_ calendar days

The delivery estimate presented in an offer in response to this RFQ must be upheld in the performance of any resulting contract.

The prices quoted above remain fixed for the next 6 months after which it may be re-evaluated

Yes       No

**Section 4: Offer Cover Letter**

*The following cover letter must be placed on letterhead and completed/signed/stamped by a firm representative authorized to sign on behalf of the offeror. In case of individual offerors, this letter must be completed, signed by the individual and submitted with the proposal.:*

To: Chemonics International  
1275 New Jersey Ave SE, Suite 200  
Washington, DC 20003-5115

Reference: RFQ No. PSM-HTI-HO-2025-01

To Whom It May Concern:

We, the undersigned, hereby provide the attached offer to perform all work required to complete the activities and requirements as described in the above-referenced RFQ. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFQ. We further certify that the below-named firm—as well as the firm’s principal officers and all commodities and services offered in response to this RFQ—are eligible to participate in this procurement under the terms of this solicitation and under USAID regulations.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

- We have no close, familial, or financial relationships with any Chemonics or GHSC-PSM in Haiti project staff members;
- We have no close, familial, or financial relationships with any other offerors submitting quotes in response to the above-referenced RFQ; and
- The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- All information in our quote and all supporting documentation is authentic and accurate.
- We understand and agree to Chemonics’ prohibitions against fraud, bribery, and kickbacks.

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.

Authorized Signature: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Company Telephone and Website: \_\_\_\_\_

Company Registration or Taxpayer ID Number: \_\_\_\_\_

Company UEI Number: \_\_\_\_\_

Does the company have an active bank account (Yes/No)? \_\_\_\_\_

Official name associated with bank account (for payment): \_\_\_\_\_



**Section 5: Federal Funding Accountability and Transparency Act (FFATA) Subaward Reporting Questionnaire**

If the offeror is selected for an award valued at \$30,000 or above and is not exempted based on a negative response to Section 3(a) below, any first-tier subaward to the organization may be reported and made public through FSRS.gov in accordance with The Transparency Acts of 2006 and 2008. Therefore, in accordance with FAR 52.240-10 and 2CFR Part 170, if the offeror positively certifies below in Sections 3.a and 3.b and negatively certifies in Sections 3.c and 3.d, the offeror will be required to disclose to Chemonics for reporting in accordance with the regulations, the names and total compensation of the organization's five most highly compensated executives. By submitting this quotation, the offeror agrees to comply with this requirement as applicable if selected for a subaward.

In accordance with those Acts and to determine applicable reporting requirements, Offeror **Company Name** certifies as follows:

- a) In the previous tax year, was your company's gross income from all sources above \$300,000?  
 Yes  No
  
- b) In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which the UEI number belongs) receive (1) 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; **and** (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?:  
 Yes  No
  
- c) Does the public have access to information about the compensation of the executives in your business or organization (the legal entity to which the UEI number it provided belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986? (FFATA § 2(b)(1)):  
 Yes  No
  
- d) Does your business or organization maintain an active registration in the System for Award Management ([www.SAM.gov](http://www.SAM.gov))?  
 Yes  No

I hereby certify that the above statements are true and accurate, to the best of my knowledge.

Authorized Signature: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Date: \_\_\_\_\_