



Request for Quotations (RFQ)

Commodity/Service Required:	Development of a web and desktop application for Cybersecurity Posture Assessment Tool (CPAT)
Type of Procurement:	Subcontract
Type of Contract:	Firm Fixed Price
Term of Contract:	18 months from date of award
Contract Funding:	United States Agency for International Development (USAID)
This Procurement supports:	South Asia Regional Energy Partnership (SAREP)
Submit Proposal to:	SAREP-Procurement@rti.org
Date of Issue of RFQ:	27-05-2024
Date Questions from Supplier Due:	04-06-2024
Date Proposal Due:	19-06-2024
Approximate Date Purchase Order Issued to Successful Bidder(s):	28-06-2024

Method of Submittal:

Respond via e-mail with attached document in MS Word / pdf format.

The Bidder/Seller agrees to hold the prices in its offer firm for **90 days** from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFQ.

Solicitation Number:	SAREP RFQ-2024-002
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Eligibility Criteria:

1. Since this is a USAID funded project, therefore as per USAID ADS 310, only firms that belong to Geographic Code 937 country can receive a USAID funded subcontract from RTI. Geographic code 937 is defined as - the United States, the cooperating country/recipient country (India in this case), and developing countries other than advanced developing countries, and excluding prohibited sources. For more information on this, please refer to <https://www.usaid.gov/sites/default/files/2022-12/310.pdf>. The list of developing nations is provided at <https://www.usaid.gov/sites/default/files/2022-05/310maa.pdf>. Please note that the Geographic Code 937 restriction flows down to lower tier subcontractors as well.
2. Government entities/undertakings/PSUs and quasi-Government/para-statal entities are not eligible to participate in the bidding and receive a USAID funded sub-contract or a lower tier subcontract.

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Attachments to RFQ:

1. Attachment “A” – Commodity Specifications
2. Attachment “B” – Instructions to Bidders/Sellers
3. All PO Terms and Conditions are listed on our website at:
<https://www.rti.org/sites/default/files/rti-purchase-order-terms-and-conditions-v1.16.pdf>,
[http://www.rti.org/files/PO FAR Clauses.pdf](http://www.rti.org/files/PO_FAR_Clauses.pdf) or for commercial items:
[http://www.rti.org/files/PO FAR Clauses Commercial Items.pdf](http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf) (hereinafter the “Terms”).
Supplier’s delivery of products, performance of services, or issuance of invoices in connection with this purchase order establishes Supplier’s agreement to the Terms. The Terms may only be modified in writing signed by both parties.

All bidders/sellers are responsible to carefully review each attachment and follow any instructions that may be relevant to this procurement.

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Attachment A

Commodity Specifications or Statement of Work

Statement of Work

Description of Activity/Service:

INTRODUCTION

RTI International is an independent, nonprofit research institute dedicated to improving the human condition. Clients rely on us to answer questions that demand an objective and multidisciplinary approach—one that integrates expertise across the social and laboratory sciences, engineering, and international development. We believe in the promise of science, and we are inspired every day to deliver on that promise for the good of people, communities, and businesses around the world.

RTI International has been working in Asia for more than 35 years, providing technical assistance, institutional strengthening, and program support on behalf of governments, foundations, and private-sector clients. Together with our local partners, we deliver science-based solutions and advisory and technical services to help countries across South and Southeast Asia achieve national, regional, and local goals—in health, education, economic growth, governance and public policy, and environmental management. RTI is implementing 19 projects in the Asia region with its offices located in India, Indonesia, Thailand, Cambodia, Philippines, Laos, Nepal, and Papua New Guinea.

RTI International is the implementing contractor for a five (5) year USAID project called the USAID South Asia Regional Energy Partnership (SAREP). SAREP will serve as a linchpin of the Asia Enhancing Development and Growth through Energy (EDGE) initiative. To achieve USAID's goal of improving access to affordable, secure, reliable and sustainable energy, SAREP will address two distinct, yet mutually dependent objectives: a. Enabling six countries – Bangladesh, Bhutan, India, Maldives, Nepal and Sri Lanka—to build systems and processes in line with their respective economic and energy security priorities, and b. Facilitating collaboration among these six countries in a regional energy market that will accelerate economic development, self-reliance, livelihoods, health, and productivity throughout the region.

SAREP's objectives are as follows:

- Workstream 1: Regional Energy Hub
- Workstream 2: Technical Services
 - Objective 1: Enhanced regional energy markets and integration
 - Objective 2: Increased development of advanced energy
 - Objective 3: High-performing modern utilities.
 - Objective 4: Transparent, best-value procurement

Statement of Work: Development of a web and desktop application for Cybersecurity Posture Assessment Tool (CPAT):**1. BACKGROUND**

Digitization of grid is inevitable and irreversible due to its advantages like increased efficiency, reliability, robustness, and better situational awareness. But at the same time, one needs to have an eye on the vulnerabilities introduced in the system by such digitization efforts. If enough care is not taken while implementing such modernization projects, it may pose a big threat to critical infrastructure like power grids. Therefore, the ability of utilities to proactively address these threats needs to be improved.

Towards this, SAREP has developed an excel based tool that will help power sector utilities, system operators and other critical energy infrastructure entities to assess risks and improve their security posture. The tool captures the intrinsic cyber security requirements of power utilities in South Asia region where the cyber security practices are in the process of maturing.

SAREP intends to develop a web and desktop application of the excel based tool to improve the accessibility and the usability of the tool for the users.

To achieve the desired outcome, SAREP would like to engage a technology service provider (TSP) to:

- i. develop the web and a desktop application for the excel based tool;
- ii. provide maintenance support for running the web and desktop application for two years

2. SCOPE OF WORK

The scope of work for design and development of the web and desktop application is mentioned below:

- i. Design of a web and desktop application for cybersecurity preparedness assessment tool.
- ii. Creation of dashboards
- iii. Generation of customized reports as per user inputs.
- iv. Seamless navigation and multiple forms of progression.
- v. System access and privileges based on user or position for various project stakeholders.
- vi. Deletion of system data after 24 hours of completion of assessment.
- vii. Search functionality wherein users shall be able to quickly navigate to required section available in the system.
- viii. User friendly interface and experience.
- ix. The solution should be compliant with the cyber security norms as per the Cyber Security in Power Sector Guidelines, 2021
- x. The cloud services provider (CSP) firm for the proposed solution should be MeitY empaneled (as on bid submission date) or Indian Government/ PSU cloud service provider. The data center and disaster recovery architecture for the cloud services should be in India and it should be STQC audited.

Deliverables, Timelines, Special Terms and Conditions:

3. TASKS AND DELIVERABLE

The major activities envisaged for the development of CPAT web and desktop application are listed as below: The consultant/firm will conduct the following activities:

- i. Kick-off meeting
 - Prepare System Requirements Specifications (SRS)
 - Obtain approval from stakeholders on the activity workplan and SRS.
- ii. Web and desktop application development
 - Create wireframes and mockups for user interface design
 - Design the system architecture, including database structure, user interface layout, and workflow automation logic.
 - Develop reporting functionality to generate detailed reports
- iii. Testing and Quality Assurance:
 - Conduct tests of all website functionality to ensure reliability, performance, and security.
 - Run multiple tests, analyze user feedback, and update the website and desktop application to enhance outcomes.
- iv. UAT and documentation
 - Prepare documentation of User Acceptance Testing (UAT).
 - Gather feedback and incorporate any necessary changes or improvements based on UAT results.
 - Obtain final approval from stakeholders before deploying the system to production
 - Prepare comprehensive documentation covering system architecture, user manuals, technical specifications, and troubleshooting guides.
- v. Go-live of application
 - The web and desktop application to be hosted on SAREP's website
 - Conduct frequent monitoring and checks during the implementation phase
 - Handover of the final version of the source codes deployed, all documentations, manuals and complete intellectual property rights for the Go-live version to SAREP.
- vi. Maintenance and Updates
 - The service provider shall provide two years of full support for maintenance and update of the applications as part of the Purchase order.
- vii. Post-Handover Training
 - Conduct hands-on training for the stakeholders

4. TEAM COMPOSITION

- i. Project Manager
 - Must possess a graduate/ postgraduate or higher degree in computer science or any other field.
 - Minimum 10 years of work experience, having led large scale projects.
- ii. Frontend developer
 - Must possess a graduate in computer science, information technology, or related field.
 - At least 2 years of experience in front-end web development.
 - Experience with front end technologies such as React js, HTML, Angular or similar.
- iii. Backend developer
 - Must possess a graduate in computer science, information technology, or related field.
 - At least 2 years of experience in designing and building web and desktop applications.
 - Experience with backend programming language such as Node js, Python, Java or similar.
- iv. Database administrator
 - Must possess a graduate in computer science, information technology, or related field.
 - At least 3 years of experience in database development and administration
 - Must possess experience in data architecture or solution architecture with strong understanding of data governance, master data management, and data quality concepts
- v. Quality assurance and testers
 - Must possess a graduate in computer science, information technology, or related field.
 - At least 3 years of experience in software testing, quality assurance and related field.
 - Experience with bug tracking and test management tools

5. DELIVERABLES AND TIMELINES

Milestones	Timeline
i. Contract award	T
ii. Kick-off presentation and System Requirement Specifications (SRS)	T+2 weeks
iii. Development of web application	T+6 weeks
iv. Development of desktop application	T+6 weeks
v. Quality and assurance testing	T+7 weeks
vi. UAT signoff and go-live	T+8 weeks

vii.	Post-Handover Training Session / Workshop	T+12 weeks	
viii.	AMC for 12 months from date of Go-Live + Final handover at end of AMC period	T+65 weeks	

Pricing

Task		Deliverable	% of total value contract	Firm fixed price (INR)
i.	Prepare system requirement specifications (SRS) and take sign-off from SAREP	Signed off SRS document submitted	5%	
ii.	Web application development	i. Signed off User Acceptance Test (UAT) ii. Go-live report submitted	25%	
iii.	Desktop application development	i. Signed off User Acceptance Test (UAT) ii. Go-live report and application manual submitted	25%	
iv.	Handover of source code	Handover document submitted	5%	
v.	Capacity building	i. Hands-on training completed and capacity building report submitted	10%	
vi.	AMC for 12 months from date of go-live (Quarterly payments)	Completion of support services report submitted along with final handover of latest source code and updated application manual at the end of AMC period	30%	
Total firm fixed price excluding GST				
Add: GST (If applicable)				
Total firm fixed price including GST				

By signing this attachment, the bidder confirms he has a complete understanding of the specifications and fully intends to deliver items that comply with the above listed specifications.

Signature:

Title:

Date:

Attachment “B” Instructions to Bidders/Sellers

1. **Procurement Narrative Description:** The Buyer (RTI) intends to purchase commodities and/or services identified in Attachment A. The Buyer intends to purchase the quantities (for commodities) and/or services (based on deliverables identified in a Statement of Work). The term of the Ordering Agreement shall be from Award Date to the Delivery date of the Offeror unless extended by mutual agreement of the parties. The Buyer intends to award to a single “approved” supplier based on conformance to the listed specifications, the ability to service this contract, and selling price. We reserve the right to award to more than one bidder. If an Ordering Agreement is established as a result of this RFQ, supplier understands that quantities indicated in the specifications (Attachment A) are an estimate only and RTI does not guarantee the purchase quantity of any item listed.
2. **Procuring Activity:** This procurement will be made by **Research Triangle Institute (RTI International)**, located at

3040 Cornwallis Road
Research Triangle Park, NC 27709

(insert full address of the office)

who has a purchase requirement in support of a project funded by

United States Agency for International Development (USAID)

(insert client’s name)

RTI shall award the initial quantities and/or services and any option quantities (if exercised by RTI) to Seller by a properly executed Purchase Order as set forth within the terms of this properly executed agreement.

3. **Proposal Requirements.** All Sellers will submit a quote/proposal which contains offers for all items and options included in this RFQ. All information presented in the Sellers quote/proposal will be considered during RTI’s evaluation. Failure to submit the information required in this RFQ may result in Seller’s offer being deemed non-responsive. Sellers are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach RTI’s office designated in the RFQ by the time and date specified in the RFQ. Any offer, modification, revision, or withdrawal of an offer received at the RTI office designated in the RFQ after the exact time specified for receipt of offers is “late” and may not be considered at the discretion of the RTI Procurement Officer. The Seller’s proposal shall include the following:
 - (a) The solicitation number:
 - (b) The date and time submitted:
 - (c) The name, address, and telephone number of the seller (bidder) and authorized signature of same:
 - (d) Validity period of Quote:
 - (e) A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary. The technical proposal must include the following:

- Approach and Methodology (A&M) (Not to exceed 5 pages): This section shall provide details about the firm's understanding of the objectives of the engagement and its management approach to accomplish the targets. The extent to which the consultant's proposed A&M responds to the objectives indicated above shall be used for evaluation. In addition, the completeness and responsiveness of the proposed A&M and to the extent to which it responds exhaustively to all the requirements of all the scope shall also be considered for evaluation. A workplan shall detail out all the activities required to be undertaken along with the timelines. The dependencies and activities requiring intervention/support of SAREP, USAID shall be clearly highlighted.
 - Subject matter expertise: Please include organizational chart, CVs (not to exceed 1 page per person - ½ page for the summary of work to be assigned, followed by ½ page for bio sketch that highlights the individual's direct experience with the subject matter). The ½ page bio sketch must include the education and professional expertise/experience of the individuals. Bidders should propose the best team suited for the work. However, the engagement will require at a minimum as outlined in the Section 4 of Attachment A. The proposed team members should be engaged with the bidder either as an existing employee or as an advisor/consultant. No subcontracting in part or full shall be allowed. All the proposed team members should have direct working experience as mentioned in scope of work.
 - Specific experience in similar or related work: Experience of the bidder in the areas mentioned in the SOW, i.e., power sector improvement plan, transmission and distribution network planning, long-term planning, advanced technologies in power sector, utility experience. Relevant experience, not prior to 2012, highlighting the scope, budget, nature of engagement, feedback from the client, etc. must be submitted.
 - Past performance in similar or related work: Past performance information that must include recent and relevant contracts for the same or similar items and other references (including points of contact with telephone numbers, and other relevant information)
- (f) If RTI informs Seller that the Commodity is intended for export and the Commodity is not classified for export under Export Classification Control Number (ECCN) "EAR99" of the U.S. Department of Commerce Export Administration Regulations (EAR), then Seller must provide RTI the correct ECCN and the name of Seller's representative responsible for Trade Compliance who can confirm the export classification.
- (g) Lead Time Availability of the Commodity/Service.
- (h) Terms of warranty describing what and how the warranties will be serviced.
- (i) Special pricing instructions: Price and any discount terms or special requirements or terms (special note: pricing must include guaranteed firm fixed prices for items requested.)

- (j) Payment address or instructions (if different from mailing address)
 - (k) Acknowledgment of solicitation amendments (if any)
 - (l) Past performance information, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including points of contact with telephone numbers, and other relevant information)
 - (m) **Special Note:** *The Seller, by his response to this RFQ and accompanying signatures, confirms that the terms and conditions associated with this RFQ document have been agreed to and all of its attachments have been carefully read and understood and all related questions answered.*
4. **Forms:** Sellers (potential bidders or suppliers) must record their pricing utilizing the format found on Attachment “A”. Sellers must sign the single hardcopy submitted and send to address listed on the cover page of this RFQ.
5. **Questions Concerning the Procurement.** All questions in regards to this RFQ to be directed to
- Naveen Devnani
- (insert name of procurement officer)
- at this email address:
- sarep-procurement@rti.org
- (insert email address of the procurement officer).
- The cut-off date for questions is (insert date).
- 04-06-2024
6. **Notifications and Deliveries:** Time is of the essence for this procurement. Seller shall deliver the items or services no later than the dates set forth in the contract that will be agreed by both parties as a result of this RFQ. The Seller shall immediately contact the Buyer’s Procurement Officer if the specifications, availability, or the delivery schedule(s) changes. Exceptional delays will result in financial penalties being imposed of Seller.
7. **Documentation:** The following documents will be required for payment for each item:
- (a) A detailed invoice listing Purchase Order Number, Bank information with wiring instructions (when applicable)
 - (b) Packing List
 - (c) All relevant product/service documentation (manuals, warranty doc, certificate of analysis, etc.)
8. **Payment Terms:** Refer to RTI purchase order terms and conditions found in <https://www.rti.org/sites/default/files/rti-purchase-order-terms-and-conditions-v1.16.pdf> , <http://www.rti.org/files/PO FAR Clauses.pdf>, or <http://www.rti.org/files/PO FAR Clauses Commercial Items.pdf>. Payment can be made via wire transfer or other acceptable form. Sellers may propose alternative payment terms and

they will be considered in the evaluation process.

9. **Alternative Proposals:** Sellers are permitted to offer “alternatives” should they not be able to meet the listed requirements. Any alternative proposals shall still satisfy the minimum requirements set forth in Attachment A Specifications.
10. **Inspection Process:** Each item shall be inspected prior to final acceptance of the item. All significant discrepancies, shortages, and/or faults must be satisfactorily corrected and satisfactorily documented prior to delivery and release of payment.
11. **Evaluation and Award Process:** The RTI Procurement Officer will award an agreement contract resulting from this solicitation to the responsible Seller (bidder) whose offer conforms to the RFQ will be most advantageous to RTI, price and other factors considered. The award will be made to the Seller representing the **best value** to the project and to RTI. For the purpose of this RFQ, price, delivery, technical and past performance are of equal importance for the purposes of evaluating and selecting the “best value” awardee. RTI intends to evaluate offers and award an Agreement without discussions with Sellers. Therefore, the Seller’s initial offer should contain the Seller’s best terms from a price and technical standpoint. However, RTI reserves the right to conduct discussions if later determined by the RTI Procurement Officer to be necessary.

The evaluation factors will be comprised of the following criteria:

- (a) **PRICE.** Lowest evaluated ceiling price (inclusive of option quantities) .
- (b) **DELIVERY.** Seller provides the most advantageous delivery schedule.
- (c) **TECHNICAL.** Items/Services shall satisfy or exceed the specifications described in RFQ Attachment A.
- (d) **PAST PERFORMANCE** - Seller can demonstrate his/her capability and resources to provide the items/services requested in this solicitation in a timely and responsive manner.
- (e) **OTHER EVALUATION CRITERIA.**

Technical Proposal		
The scoring shall be undertaken using the following approach:		
Nos	Criteria	Points
1	Approach and Methodology (A&M): Adequacy and quality <i>(The SAREP Technical Evaluation Committee will assess whether the proposed methodology is clear, responds to the Scope of Work, Schedule of deliverables timeline.)</i>	30
2	Subject matter expertise	25
3	Specific experience in similar or related work	30
4	Past performance in similar or related work	15
Total points		100
Financial Proposal scoring		
The consultancy firm with lowest qualifying financial bid (L1) will be awarded 100% score. Financial Scores for other than L1 will be evaluated using the following formula: Financial Score (Fn) = {(Commercial Bid of L1/Commercial Bid of the Bidder) X 100}%		

Overall Score

The selection of the consultancy firm shall be based upon the methodology of Quality and cost-based selection (QCBS) with technical and financial weightage as decided by the SAREP Technical Evaluation committee

12. **Award Notice.** A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful supplier within the time acceptance specified in the offer, shall result in a binding contract without further action by either party.
13. **Validity of Offer.** This RFQ in no way obligates RTI to make an award, nor does it commit RTI to pay any costs incurred by the Seller in the preparation and submission of a proposal or amendments to a proposal. Your proposal shall be considered valid for 90 days after submission.
14. **Representations and Certifications.** Winning suppliers under a US Federal Contract are required to complete and sign as part of your offer RTI Representations and Certifications for values over \$10,000.
15. **Anti- Kick Back Act of 1986.** Anti-Kickback Act of 1986 as referenced in FAR 52.203-7 is hereby incorporated into this Request for Quotation as a condition of acceptance. If you have reasonable grounds to believe that a violation, as described in Paragraph (b) of FAR 52.203-7 may have occurred, you should report this suspected violation to the RTI's Ethics Hotline at 1-877-212-7220 or by sending an e-mail to ethics@rti.org. You may report a suspected violation anonymously.
16. **The John S. McCain National Defense Authorization Act for fiscal year 2019 - section 889.** RTI cannot use any equipment or services from specific companies, or their subsidiaries and affiliates, including Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, and Dahua Technology Company ("Covered Technology"). In response to this Request for Quotation, please do not provide a quote which includes any Covered Technology. Any quote which includes Covered Technology will be deemed non-responsive. Additionally, if the United States Government is the source of funds for this RFQ, the resulting Supplier shall not provide any equipment, system, or service that uses Covered Technology as a substantial or essential component

Acceptance

Seller agrees, as evidenced by signature below, that the seller's completed and signed solicitation, seller's proposal including all required submissions and the negotiated terms contained herein, constitute the entire agreement for the services described herein.

By: *(Seller Company Name)*

Signature: _____

Title:

Date: