

Request for Proposal (RFP)

Commodity/Service Required:	Technical Services to support the Saturation of Government Buildings with Rooftop Solar in Haryana
Type of Procurement:	Subcontract
Type of Contract:	Firm Fixed Price
Term of Contract:	30 weeks from the date of award (including close-out)
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 RFP:	January 10, 2025
Date Questions from Supplier Due:	January 17, 2025
Date Proposal Due:	January 31, 2025
Approximate Date Subcontract Issued to Successful Bidder:	March 3, 2025
Method of Submittal: Electronic (no hard copies required to be submitted)	
Respond via e-mail with attached documents 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 RFP.	
Solicitation Number:	SAREP RFP-2025-003

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.

Attachments to RFP:

1. Attachment "A" – Statement of Work (Bidder to sign at the end and submit with their bid)
2. Attachment "B" – Instructions to Bidders/Sellers (Bidder to sign at the end and submit with their bid)

3. Attachment "C" - Quick start guide to obtaining a SAM UEI number
4. Subcontract Terms and Conditions. These are listed on our website at:
https://www.rti.org/sites/default/files/standard_subaward_terms_and_conditions_v1_11.pdf
Supplier's delivery of products, performance of services, or issuance of invoices in connection with this Subcontract establishes Supplier's agreement to the Terms.

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

IMPORTANT: Bidders must sign off on Attachments 'A' and 'B' in the signature blocks provided at the end of each attachment and submit these with their bid proposal.

Attachment “A” 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

Technical Services to support the Saturation of Government Buildings with Rooftop Solar in Haryana

- **Context**

Government of India has set an ambitious target to achieve 500 GW of renewable energy installed capacity by 2030 out of which 40 GW is envisioned from rooftop solar (RTS) installations. As on 30th Sept. 2024, the cumulative installed RTS capacity in India stood at nearly 14.3 GW¹. Ministry of New and Renewable Energy (MNRE) has been leading the efforts to enhance the deployment of RTS in India through user and market friendly schemes, new policies, and advocating necessary regulatory reforms. As an advancing step towards this initiative, MNRE in February 2024 launched the “Prime Minister Surya Ghar: Muft Bijli Yojana” with a total financial outlay of Rs. 75,021 crore that aims to install rooftop solar plants across one crore households in India.

Further to this scheme, MNRE in July 2024 issued the operational guidelines² for “Saturation of Government Buildings with Rooftop Solar” under PM-Surya Ghar: Muft Bijli Yojana; under which all Government rooftops under the administrative control of Central Government Ministries/Departments, including autonomous bodies, subordinate offices etc. shall be saturated with grid connected rooftop solar to the extent that is technically feasible. To advance the efforts for implementation of these guidelines in the state of Haryana, the Department of New & Renewable Energy, Government of Haryana/ Haryana Renewable Energy Development Agency (HAREDA) has partnered with United States Agency for International Development (USAID) under the USAID’s South Asia Regional Energy Partnership (SAREP) program, to conduct detailed assessment of selected Government Buildings across four districts of Haryana i.e. Panchkula, Rohtak, Karnal and Faridabad and identify feasibility and potential of rooftop solar that can be installed on each Government building in compliance with the guidelines and prevailing policy and regulations in the state. To achieve these objectives, SAREP intends to engage an eligible subcontractor for which the scope of work is detailed in this document.

- **Scope of Work**

2.1 Scope and Responsibilities of the Subcontractor:

The Subcontractor is responsible for providing following key services:

- a. Background Research and District Profiling** – Conduct background analysis of 4 districts of Haryana i.e., Panchkula, Rohtak, Karnal and Faridabad in consultation with HAREDA and SAREP team to understand each district’s demographics, economic factors, state policy and regulations, and existing renewable energy initiatives that have direct or indirect impact on the objective of the assessment. While HAREDA will facilitate by providing the initial details of government buildings to be considered for the analysis, the selected subcontractor will also be responsible to identify any additional govt. buildings that can be covered under this assignment. The subcontractor will develop and refine the govt. buildings database in consultation with HAREDA based on which the RTS potential assessment exercise will be conducted.

¹ MNRE State-wise installed capacity of Renewable Power [status](#) as on 30.09.2024

² MNRE [Operational Guidelines](#) for Saturation of Government Buildings with Rooftop Solar dated 03.07.2024

- b. Potential Assessment for Govt. Buildings** - This assessment will utilize both GIS-based analysis and physical surveys to evaluate the RTS potential across shortlisted government buildings as per the finalized database.

A GIS-based survey for RTS assessment is a spatial analysis technique that utilizes Geographic Information System (GIS) technology to map, analyze, and evaluate the suitability of rooftops for solar PV installations. Selected subcontractor is expected to conduct assessments through the collection and integration of spatial data, satellite imagery, and geographic features to assess factors such as site location, roof area, orientation, tilt and shading, which are critical for determining solar energy generation potential.

A physical survey for RTS assessment is an on-site visit and inspection by an expert assessor to evaluate the suitability and availability at premises for RTS installations. The assessor of the selected subcontractor is expected but not limited to measure the roof dimensions, assess structural integrity, check shading obstructions, review the roof's condition and electrical connections, and electricity consumption requirements etc. The collected data should be used to provide accurate, ground-verified information to derive the RTS capacity to verify the analysis complementing any prior GIS-based analysis conducted for that site.

- c. Data Management:** Compile and analyze the GIS and physical survey data to evaluate potential of each government building. Further buildings will be categorized into groups based on the identified RTS capacity, geographies and building type etc. The subcontractor will propose suitable business models – CAPEX or RESCO, based on capacity and site conditions. District-wise data room should be created comprising of details of each building for submission to HAREDA.

2.2. Building Types for Assessment:

The assessment will cover a range of government buildings, including but not limited to the following:

- a. Educational Institutions: Universities, Schools, colleges, and training centers
- b. Healthcare Facilities: Hospitals, primary health centers (PHCs), dispensaries, and community health centers (CHCs)
- c. Administrative Offices: Municipal buildings, district administration offices, and panchayat buildings
- d. Public Safety Facilities: Police stations, fire stations, and emergency response centers
- e. Public Utility Buildings: Transport offices, warehouses, public works department (PWD) facilities, and water treatment facilities

The final selection of the govt. building for conducting the potential assessment will be approved by HAREDA.

2.3 GIS-based and Physical Surveys:

- a. **GIS-based Survey:** Conduct a preliminary mapping and assessment of government buildings using GIS technology. This survey will identify potential solar installation areas by analyzing spatial data remotely. The selected subcontractor must have all necessary software, tools, skills and experience to conduct GIS mapping.

Indicative Activities (Bidder to propose detailed list of activities as part of their proposal under approach and methodology):

- Utilize high-resolution satellite imagery to identify government buildings
- Map rooftop areas, creating detailed rooftop shapefiles for each identified building
- Perform shading analysis using spatial tools to identify obstructions from nearby buildings, trees, or other structures
- Estimate the available rooftop area and calculate a preliminary solar capacity based on area and irradiance data (e.g., 1 kW per 10 square meters for optimal placements)
- Calculate potential capacity in kW for each mapped rooftop

Minimum Data Requirements for Each Building for GIS-based Surveys:

- Building Coordinates: Latitude and longitude of each building
- Rooftop Area: Estimated usable area in square meters
- Rooftop Orientation and Tilt: Azimuth and tilt angles, where possible
- Shading Information: Identification of obstructions, shading duration, and seasonal effects
- Preliminary Solar Capacity: Estimated kW capacity based on available area and irradiance
- Data specified by HAREDA (preliminary requirement outlined in Annexure 1 of this document)

Expected Output:

- GIS Rooftop Maps: Detailed, layered maps showing rooftop areas suitable for RTS installation, with relevant orientation and shading data, using minimum technical criteria for PV modules defined by MNRE under PM Surya Ghar: Muft Bijli Yojana
- Database: A database summarizing the building location, rooftop area, shading data, estimated capacity along with minimum data requirements specified by MNRE under the scheme, for each building along with direct URL associated with GIS rooftop maps and other documents.

- b. **Physical Survey (Minimum 20% of Selected Rooftops):** Conduct a physical, on-site assessment of minimum 20% of the rooftops across various categories to

validate GIS findings, gather additional data, and ensure structural and technical feasibility for solar installations.

Indicative Selection Criteria for Physical Survey (Bidder to propose a selection criterion as part of approach and methodology):

- Choose buildings with high solar potential based on GIS analysis
- Ensure diversity by including different types of buildings (e.g., educational, administrative, healthcare)
- Prioritize buildings with significant energy demand to maximize impact

Indicative Activities (Bidder to propose detailed list of activities as part of their proposal under approach and methodology):

- Conduct on-site inspections to confirm rooftop dimensions, structural integrity, and shading conditions etc. and verify the identified RTS capacity for each building
- Document any additional structural features that may impact solar feasibility (e.g., water tanks, trees, HVAC units, etc.) along with potential mitigation strategy if any
- Check and document availability of the interconnection point and earthing – distance from the rooftop
- Collect detailed electricity consumption data to understand demand profiles
- Collect geo-tagged site pictures and contact person details

Minimum Data Requirements for Each Building for Physical Surveys:

- Actual rooftop dimensions and usable area for solar installations
- Roof condition (material, age, and any visible deterioration)
- Detailed shading assessment (considering both GIS data and on-site observations)
- Electricity consumption profiles (monthly energy usage over the past 12 months)
- Observations of any potential obstructions or special roof features
- Data specified by HAREDA (preliminary requirement outlined in Annexure 1 of this document)

Expected Output:

- Building-Specific Reports: Detailed technical reports on each building surveyed, including structural and shading assessments, electricity consumption, and solar capacity recommendations.
- Database: A database summarizing the building location, rooftop area, shading data, estimated capacity, electricity consumption, URL for geo-tagged site pictures, rooftop maps and other documents, along with minimum data requirements specified by MNRE under the scheme for each building.

3. Deliverables, Timeline and Milestones

3.1 Inception Report

- Detailed project plan, timelines, and milestones agreed with HAREDA.
- List of selected buildings for the physical survey and GIS mapping, as agreed with HAREDA.

3.2 GIS Survey Report

- Detailed maps showing rooftop areas suitable for solar, with relevant orientation and shading data etc. for each building.
- Database summarizing the building location, rooftop area, shading data, estimated capacity along with minimum data requirements specified by MNRE under the scheme, for each building along with direct URL associated with GIS rooftop maps and other documents.

3.3 Physical Survey Report

- Detailed technical reports on each building surveyed, including structural and shading assessments, electricity consumption, and solar capacity recommendations.
- Database summarizing the building location, rooftop area, shading data, estimated capacity, electricity consumption, URL for geo-tagged site pictures, rooftop maps and other documents, along with minimum data requirements specified by MNRE under the scheme for each building.

3.4 Final Report

- Consolidated results from GIS and physical surveys, providing a comprehensive overview of rooftop solar potential in Panchkula, Rohtak, Karnal and Faridabad.

3.5 Presentation and Workshop

- Summary of findings, methodology, and prioritized recommendations.
- Two workshops for HAREDA and participating government departments (Decision makers/ dept. heads) to present the findings, onboard stakeholders, and outline the steps involved in finalizing Power Purchase Agreements (PPAs)

Team Composition: The subcontractor team should comprise of following members (in addition to other personnel) including:

- a. Project manager - Minimum 15 years of relevant experience in the solar energy sector or the broader renewable energy field, including project management, stakeholder engagement, and implementation of similar initiatives.
- b. Technical Experts – 4 (one for each district) - Each technical expert should have a minimum of 7 years of relevant experience in renewable energy, with expertise in solar energy systems, rooftop solar assessments, and on-ground project implementation. Each expert will be responsible for overseeing activities in their assigned district including finalization of survey reports.

- c. Design Experts - minimum 4 (one for each district) - Each design expert should have a minimum of 5 years of relevant experience in solar system design, including proficiency in using advanced design tools and software for rooftop solar systems.
- d. On-Ground Team (Field Surveyors) - Each surveyor should have experience in conducting on-site assessments for solar energy projects, including rooftop solar potential assessments, data collection, and site analysis.

Special Notes:

1. The subcontractor will be required to attend periodic meetings with HAREDA to discuss project progress, align on deliverables, and address any challenges faced during implementation.
2. The subcontractor will organize and participate in meetings with district heads and other key stakeholders in the identified districts to gather inputs, discuss survey findings, and address specific requirements related to the RTS potential assessment.
3. The subcontractor shall be responsible for inclusion of all the comments, suggestions from HAREDA and USAID-SAREP on deliverables. The payment for all deliverables shall be subject to review and acceptance by USAID-SAREP and HAREDA.
4. All documents, including presentations and reports, must adhere to USAID M&B guidelines. They should be edited to ensure that the content is clear, logically expressed, and well-structured. Additionally, all documents must be thoroughly proofread after the editing stage to detect and correct errors in spelling, punctuation, grammar, and formatting before submission.
5. The documentation produced should achieve an international standard of professionalism and on par with similar publications of USAID available in public domain.
6. Subcontractor shall be solely responsible for its acts and deeds during execution of this assignment and shall be solely responsible for any claims due to any damage to sites, arising out of surveys or entire scope of work of this assignment.
7. Since the overall SAREP Program is being executed by RTI International, it is imperative that the Consultant keeps the SAREP Leadership team fully informed. Further, any decisions that may have an impact on the deliverables, timelines and nature of activities being delivered under this contract need to be taken in consultation with the SAREP Leadership team. All deliverables shall be submitted to the SAREP team for review and feedback. Comments received shall be incorporated and thereafter finalized.
8. All submissions to HAREDA and USAID shall be made by the SAREP team.
9. All presentations, face to face or virtual meetings with HAREDA, USAID and other agencies should be led by project manager of the subcontractor.

Deliverables, Prices and Delivery Schedule

CLIN	Deliverables	Delivery due date from date of award (DoA)	Payment (% of Contract Value)	Firm Fixed Price (in US\$)
1	Deliverable 1: Submission of Inception Report and approved by SAREP	DoA + 4 weeks	10%	
2	Deliverable 2: Submission of GIS Survey Report for all the identified sites	DoA + 12 weeks	16% (upon acceptance by SAREP)	
			4% (upon acceptance by HAREDA/USAID)	
3	Deliverable 3: Submission of Physical Survey Report of all the identified sites	DoA + 14 weeks	16% (upon acceptance by SAREP)	
			4% (upon acceptance by HAREDA/USAID)	
4	Deliverable 4: 2 workshops conducted covering 4 districts	DoA + 16 weeks	10% (upon successful completion of workshops and submission of reports)	
5	Deliverable 5: Submission of Draft Report	DoA + 18 weeks	20% (upon acceptance by SAREP)	
6	Submission of Final Report including submission of data files	DoA + 20 weeks	8% (upon acceptance by SAREP)	
			2% (upon acceptance by HAREDA/USAID)	
7	Deliverable 6: Final Presentation to stakeholders	DoA + 24 weeks	8% (upon acceptance by SAREP)	
			2% (upon acceptance by HAREDA/USAID)	
TOTAL FIRM FIXED PRICE				
ADD: GST, IF APPLICABLE				
GRAND TOTAL				

Note: The above prices are inclusive of any required domestic travel, transportation, lodging and food in India. International travel is not authorized.

**If the bidder's organization is subject to India's Goods and Services (GST), please provide proof of registration along with the bid submission.*

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 RFP, 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 proposal which contains offers for all items and options included in this RFP. The proposal should be prepared in such a way that continuity of contract can be maintained with SAREP or central stakeholder as per price discovered in this contract. All information presented in the Sellers quote/proposal will be considered during RTI’s evaluation. Failure to submit the information required in this RFP 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 RFP by the time and date specified in the RFP. Any offer, modification, revision, or withdrawal of an offer received at the RTI office designated in the RFP 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)	Unique Entity ID in System for Award Management (SAM) (in lieu of the DUNS number): <i>If you already have an active or inactive registration in SAM.gov today, you’ve already been assigned a Unique Entity ID. It’s viewable on your entity</i>

	<p><i>registration record in SAM.gov. For those who don't, a quick start guide to obtaining a SAM UEI number as Attachment "D" for reference.</i></p>
(e)	<p>Validity period of Quote: <i>Should not be less than 90 days</i></p>
(f)	<p>Technical Submissions Required from Bidders</p> <p>The bidders are required to submit the following documents as part of their technical proposal:</p> <ul style="list-style-type: none"> • Proposed Methodology: A detailed explanation of the approach for conducting GIS-based and physical surveys, tools/software to be used, and strategies for stakeholder engagement. The bidder should also propose templates for both GIS-based and physical surveys including data capture checklist. • Work Plan and Deliverables: A time-bound, step-by-step work plan aligned with the project deliverables. • Engagement Plan: A stakeholder engagement strategy, including proposed meetings with district officials and government department heads. • Team Composition: The subcontractor team should comprise of following members (in addition to other personnel) including: <ul style="list-style-type: none"> ○ Project manager - Minimum 15 years of relevant experience in the solar energy sector or the broader renewable energy field, including project management, stakeholder engagement, and implementation of similar initiatives. ○ Technical Experts – 4 (one for each district) - Each technical expert should have a minimum of 7 years of relevant experience in renewable energy, with expertise in solar energy systems, rooftop solar assessments, and on-ground project implementation. Each expert will be responsible for overseeing activities in their assigned district including finalization of survey reports. ○ Design Experts - minimum 4 (one for each district) - Each design expert should have a minimum of 5 years of relevant experience in solar system design, including proficiency in using advanced design tools and software for rooftop solar systems. ○ On-Ground Team (Field Surveyors) - Each surveyor should have experience in conducting on-site assessments for solar energy projects, including rooftop solar potential assessments, data collection, and site analysis. <p>Curriculum Vitae for proposed personnel including project manager, technical experts and design experts to be provided that lists the following</p> <ul style="list-style-type: none"> ○ Affiliation/ organization ○ Education ○ Years of professional experience ○ Proposed role in the project

	<ul style="list-style-type: none"> ○ Relevant experience with respect to the scope of work of this assignment ● Experience Portfolio: A list of completed/ongoing similar projects with scope, value, duration, and client details. <p>Summary Sheet for Organizational Experience</p> <table border="1"> <thead> <tr> <th>S.No.</th> <th>Name of the assignment</th> <th>Short description</th> <th>Client name</th> <th>Date of start and end of assignment</th> <th>Value(INR)</th> <th>Status Ongoing/ Completed</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>5</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Note: Description of the Projects should be attached separately as project data sheets.</p>	S.No.	Name of the assignment	Short description	Client name	Date of start and end of assignment	Value(INR)	Status Ongoing/ Completed	1							2							3							4							5						
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1																																											
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(g)	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.																																										
(h)	Attachment A above contains the delivery and pricing schedule. Alternate delivery schedule is not acceptable, hence, not being asked for)																																										
(i)	Terms of warranty describing what and how the warranties will be serviced.																																										
(j)	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.)																																										
(k)	Payment address or instructions (if different from mailing address)																																										
(l)	Acknowledgment of solicitation (RFP) amendments (if any are issued by RTI)																																										
	Special Note: <i>The Seller, by his response to this RFP and accompanying signatures, confirms that the terms and conditions associated with this RFP document have been agreed to and <u>all</u> its attachments have been carefully read and understood and all related questions answered.</i>																																										

4. **Forms:** Sellers (potential bidders or suppliers) must record their pricing utilizing the format found on Attachment “A”. Sellers must sign the cover page of this RFP, Attachments A and B and send to address listed on the cover page of this RFP.
5. **Questions Concerning the Procurement.** All questions regarding this RFP to be directed to

Sumit Dutta, Senior Procurement Expert <i>(insert name of procurement officer)</i>

at this email address:

SAREP-Procurement@rti.org

(insert email address of the procurement officer).

The cut-off date for questions is (insert date).

January 17, 2025

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 RFP. 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/standard_subaward_terms_and_conditions_v1_11.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 RFP 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 RFP, 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:

- 3 **PRICE.** Refer to Evaluation Criteria below
- 4 **TECHNICAL.** Refer to Evaluation Criteria below
- 5 **EVALUATION CRITERIA.**

The firm/bidder which fulfil all qualification criteria will be considered for evaluation. The evaluation will be done in two parts i.e., technical, and financial. Both technical and financial parts will be scored at a scale of 100.

1. Technical Evaluation

The technical evaluation will focus on the subcontractor's capability, methodology, and resources to deliver the required outcomes efficiently and effectively. The following evaluation criteria and scores will be applied:

Criterion	Description	Points
Relevant Experience	Demonstrated expertise in similar projects, particularly in RTS potential assessment initiatives.	25
Team Composition and Expertise	Qualification and experience of the proposed team, including project manager, technical experts, and design experts.	25
Methodology and Work Plan	Detailed methodology, tools (e.g., Design software, survey tools), and a well-structured work plan to achieve deliverables.	25
Past Performance and References	Successful completion of comparable projects, supported by client references.	25
Total points		100

2. Financial Proposal scoring

The bidder 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 Scoring

The selection of the subcontractor shall be based upon the methodology of Quality and cost-based selection (QCBS) with technical and financial weightage as 70:30.

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 RFP 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 Proposal 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 proposal, 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 RFP, 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: *(Bidder Name)*

Signature: _____

Title:

Date:

Attachment “C”

Quick Start Guide for Getting a Unique Entity ID



SAM.gov is an official website of the United States government. There is **no** charge to register or maintain your entity registration in SAM.gov.

You can get a Unique Entity ID for your organization without having to complete an entity registration. If you only conduct certain types of transactions, such as reporting as a sub-awardee, you may not need to complete an entity registration. Your entity may only need a Unique Entity ID. [Learn more about the difference between getting a Unique Entity ID only and registering your entity.](#)

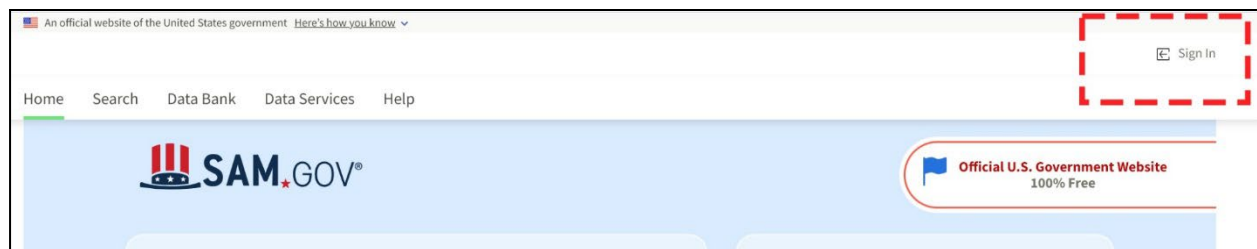
If your entity is registered in SAM.gov, you already have a Unique Entity ID

If you have an active or inactive registration in SAM.gov today, you’ve already been assigned a Unique Entity ID. It’s available on your entity registration record in SAM.gov. [Learn how to view your Unique Entity ID.](#)

If your entity is not registered in SAM.gov and you only want a Unique Entity ID

If you want only to get a Unique Entity ID and do not want to complete an entity registration in SAM.gov, follow these steps:

1. Go to SAM.gov and select “Sign In” from the upper right corner of the page. If you do not have a SAM.gov account, you must create one. SAM.gov uses Login.gov for usernames and passwords. [View more help with using Login.gov.](#) Once you create your user account, return to SAM.gov to complete your profile.




2. After you sign in, the system will navigate you to your Workspace. On the “Entities” widget, select the “Get Started” button.

Entities

1 ACTIVE REGISTRATION	1 WORK IN PROGRESS REGISTRATION	0 SUBMITTED REGISTRATION	1 ID ASSIGNED
0 PENDING ID ASSIGNMENT			




Next Update Due: **Mar 7, 2023** | Due in Next 30 days: **0 Entities**

Register Your Entity or Get a Unique Entity ID What do I need for registration?  Get Started	Renew/Update Your Entities Select Renew/Update to go to your entity workspace and renew/update your entities. How to renew or update an entity Renew/Update
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3. Select the “Get Unique Entity ID only” option on the next page.

What do you want to do?

Choose what you need and we will show you what information to prepare.


- Register for Financial Assistance Awards Only**
 - To apply for grants and loans as described by [2 CFR 200](#).
 - Includes getting a Unique Entity ID and entity registration.
- Register for All Awards**
 - To bid on federal contracts and other procurements, as described by the [Federal Acquisition Regulation \(FAR\)](#).
 - To apply for grants and loans as described by [2 CFR 200](#).
- Get a Unique Entity ID Only**
 - May be required to report subawards, such as federal subcontracts or sub-grants.
 - You will get a Unique Entity ID. This is NOT an entity registration.

[What's the difference between getting a UEI only and registration](#)



What do I need for registration?
Download our guide.

[Download](#)

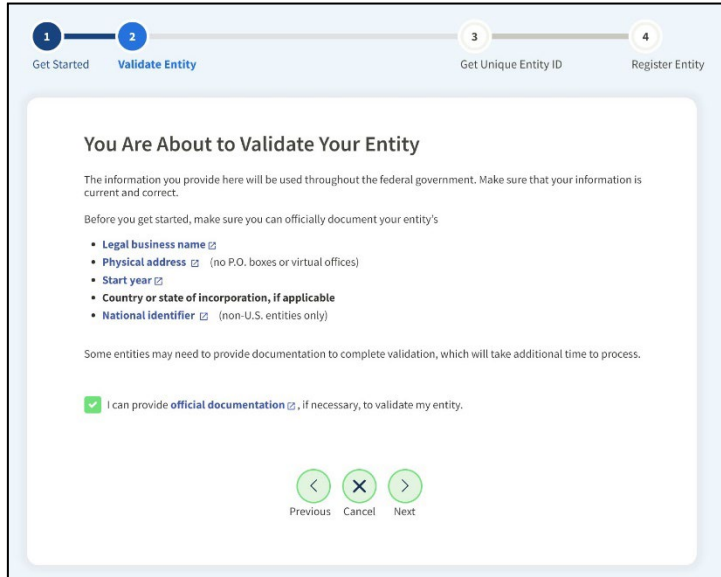


Is your entity based outside of the United States?

If you are registering an entity based outside of the United States, you must get an NCAGE Code before starting a registration. [Go to NCAGE Request](#) to submit a request.

[Previous](#) [Cancel](#) [Next](#)

- Next, the “You Are About to Validate Your Entity” page displays. It lists the information used to validate your entity. You may need to submit documents later in the process to complete validation. Select the checkbox and then select “Next.”



1 Get Started **2** Validate Entity 3 Get Unique Entity ID 4 Register Entity

You Are About to Validate Your Entity

The information you provide here will be used throughout the federal government. Make sure that your information is current and correct.

Before you get started, make sure you can officially document your entity's

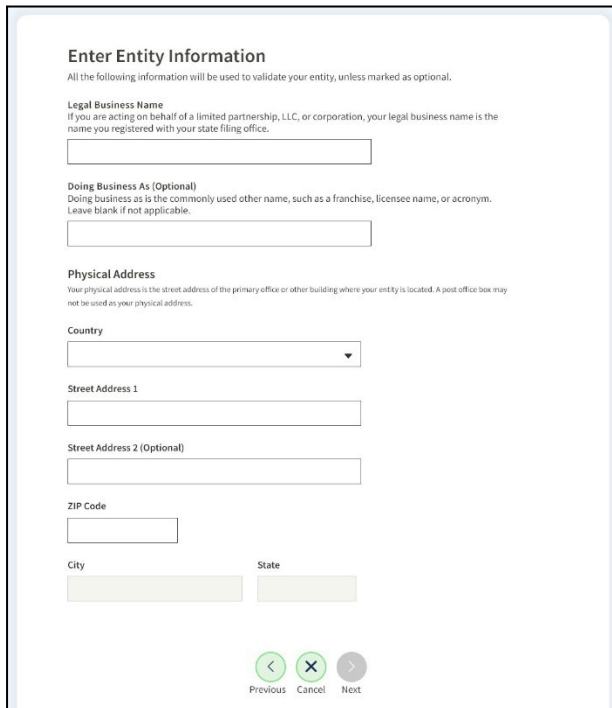
- **Legal business name** [?](#)
- **Physical address** [?](#) (no P.O. boxes or virtual offices)
- **Start year** [?](#)
- **Country or state of incorporation, if applicable**
- **National identifier** [?](#) (non-U.S. entities only)

Some entities may need to provide documentation to complete validation, which will take additional time to process.

I can provide **official documentation** [?](#), if necessary, to validate my entity.

Previous Cancel Next

- On the next page, enter your entity’s legal business name, doing business as name (if applicable), and physical address, then select “Next.” All fields are required, unless marked as optional.



Enter Entity Information

All the following information will be used to validate your entity, unless marked as optional.

Legal Business Name
If you are acting on behalf of a limited partnership, LLC, or corporation, your legal business name is the name you registered with your state filing office.

Doing Business As (Optional)
Doing business as is the commonly used other name, such as a franchise, licensee name, or acronym. Leave blank if not applicable.

Physical Address
Your physical address is the street address of the primary office or other building where your entity is located. A post office box may not be used as your physical address.

Country

Street Address 1

Street Address 2 (Optional)

ZIP Code

City State

Previous Cancel Next


6. Your entity name and address will be [validated](#) by the SAM.gov entity validation service (EVS). The EVS independently verifies the uniqueness of an entity.
 - a. If the EVS has your entity information or has entities with similar information, the next page will show a list of entities.
 - i. If your entity information is shown in the list, select “I recognize my entity in the legal entities list. If some details are not correct, you can update them.” Then select the entity from the list, then select “Next.”
 1. You should select this option if all entity details are correct or if a few details are missing or incorrect. For example, your legal business name is shown, but LLC or Corp is missing, or an old address for your entity is shown. Go to step 7.

- b. If your entity is not listed, select “I don’t recognize my entity in this list.” then select “Next.” Go to step 8.
- c. If the EVS does not have any entities that resemble your information, the next page will ask for your start year and state of incorporation. (You won’t see a list of entities at all.) Go to step 9.

7. If you choose “I recognize my entity in the legal entities list,” the next page will ask you to confirm your entity details. If some information is missing or incorrect, select “No.” If all information is complete and correct, select “Yes” and go to step 11.
 - a. Then, the next page will allow you to update information that needs to be corrected.
 - b. Once corrected, the next page will ask for your entity’s start year and state of incorporation.
8. If you choose “I don’t recognize my entity in this list,” the next page will ask for your entity’s start year and state of incorporation.
9. Enter your start year and state of incorporation, then select “Next.”
 - a. Start year could be your year of incorporation, your “established date,” the year you legally began doing business, or you received your employer identification number (EIN). If your entity is incorporated, use your year of incorporation.
 - b. State of incorporation could be where you incorporated your organization, filed your certificate or articles of formation, or where the organization is located, if not incorporated.
10. If your entity information was not shown in the entity list or if information needs to be updated, you must submit documentation to prove your information. If this is the case for your entity, you will be navigated to a page where the required information will be listed, and you can upload documents. Check your documents against the list to ensure they are acceptable and to avoid unnecessary delays due to unacceptable documents. Once you submit your documents, you will get a reference ID number and you will have to wait until the EVS has entered or updated your validation data before you can proceed.

Document Your Entity Details

1 Review requirements.

 View this list of [acceptable documents](#) to understand the requirements.

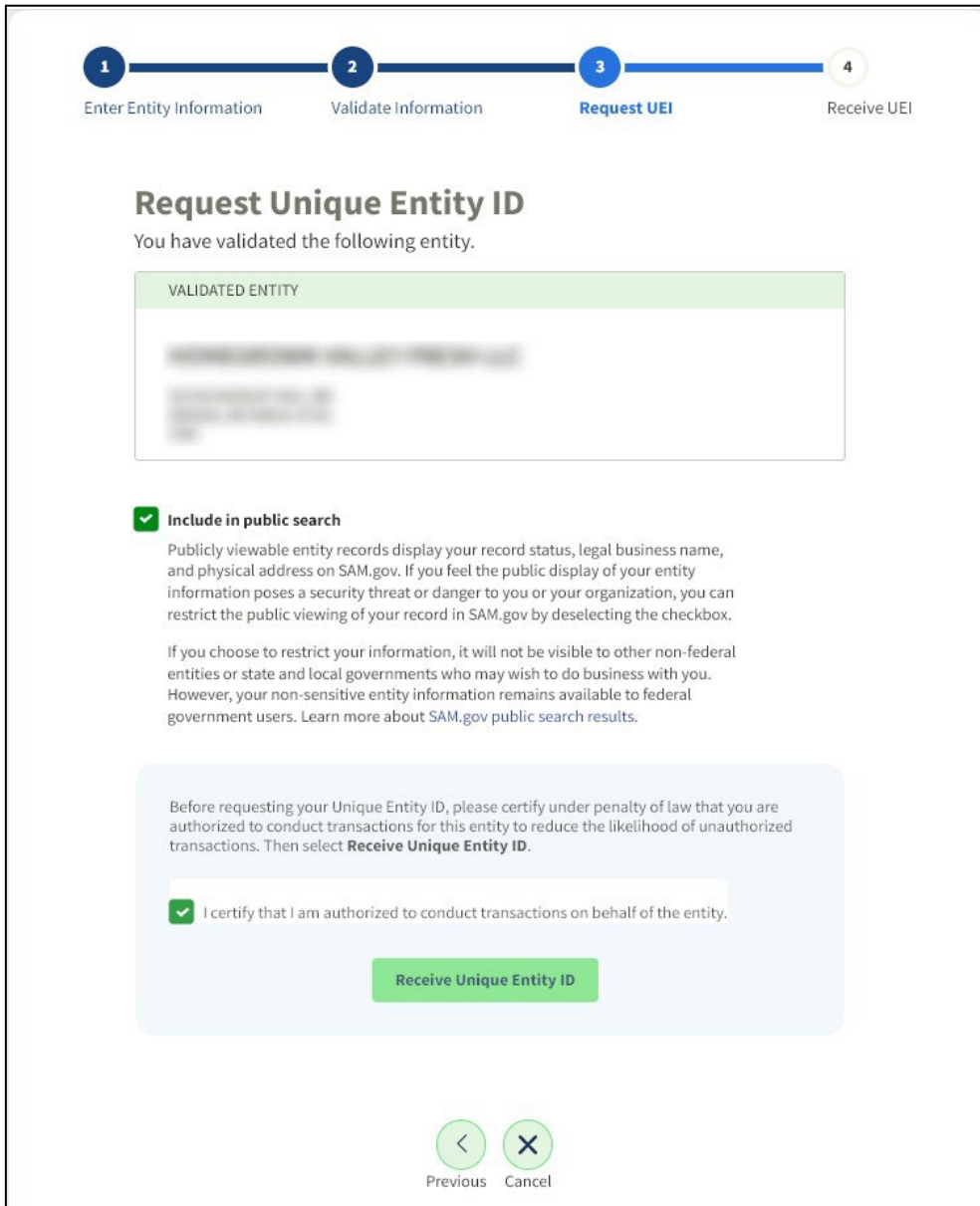
YOU ARE DOCUMENTING

[Blurred text]	Year of Incorporation 2015
[Blurred text]	State of Incorporation Virginia

2 Attach documents.

You must attach one or more [official documents](#) that prove each of the items listed.

11. For entities that did not need to update entity information, or for those who have passed entity validation with the EVS, on the next page you will choose whether to allow your entity record to be publicly displayed in SAM.gov. Note that if you deselect this box and restrict the public display of your entity, only you and federal government users will be able to search and view your entity record on SAM.gov. However, your non-sensitive entity information remains available to federal government users and is [available through public data services](#).



1 Enter Entity Information 2 Validate Information 3 Request UEI 4 Receive UEI

Request Unique Entity ID

You have validated the following entity.

VALIDATED ENTITY

Include in public search

Publicly viewable entity records display your record status, legal business name, and physical address on SAM.gov. If you feel the public display of your entity information poses a security threat or danger to you or your organization, you can restrict the public viewing of your record in SAM.gov by deselecting the checkbox.

If you choose to restrict your information, it will not be visible to other non-federal entities or state and local governments who may wish to do business with you. However, your non-sensitive entity information remains available to federal government users. [Learn more about SAM.gov public search results.](#)

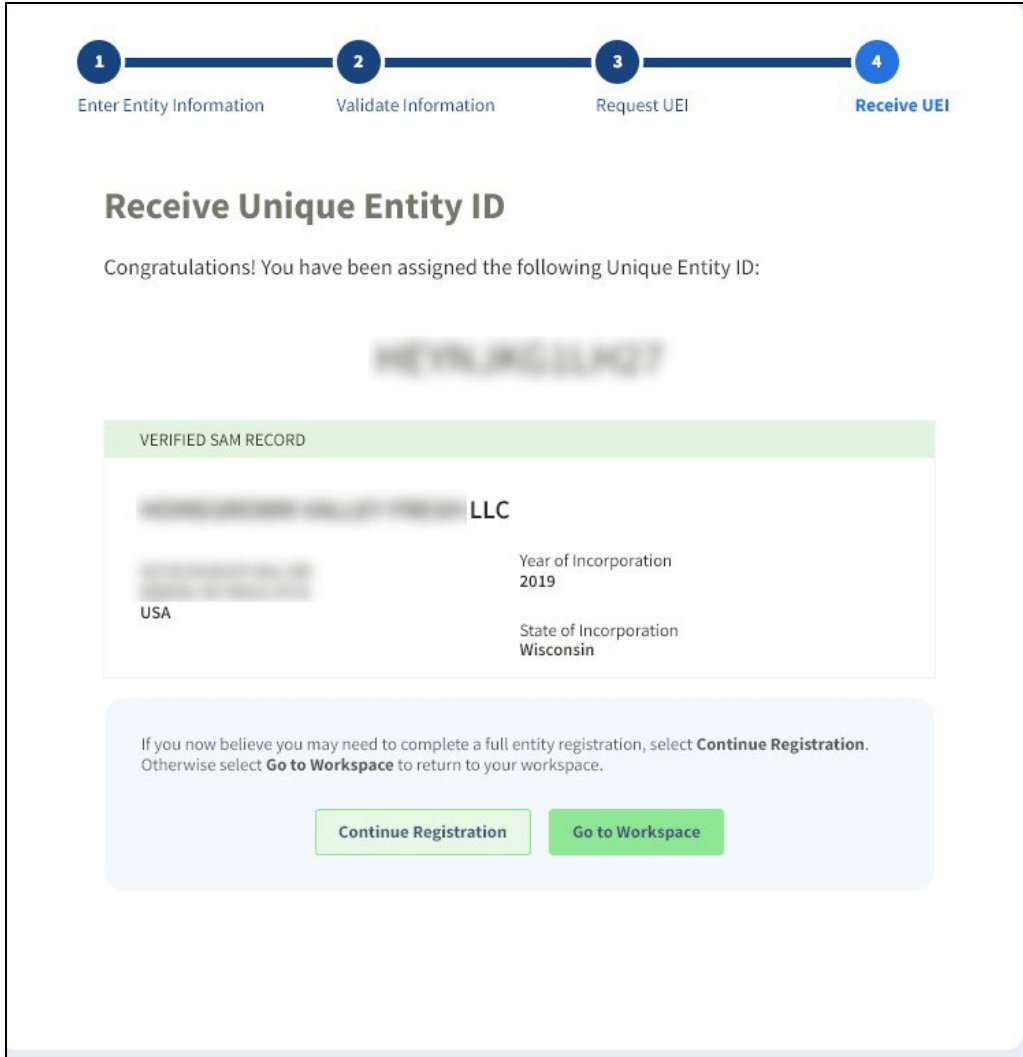
Before requesting your Unique Entity ID, please certify under penalty of law that you are authorized to conduct transactions for this entity to reduce the likelihood of unauthorized transactions. Then select **Receive Unique Entity ID**.

I certify that I am authorized to conduct transactions on behalf of the entity.

Receive Unique Entity ID

12. You must certify under penalty of law that you are authorized to conduct transactions for the entity. Then, select “Receive Unique Entity ID.”

13. The next page will display your Unique Entity ID. If the entity already has a registration or a Unique Entity ID, you will see informational alerts at the top of the page with more details. You can begin to use the Unique Entity ID for your entity right away. Select “Go to Workspace” to exit.



1 Enter Entity Information 2 Validate Information 3 Request UEI 4 Receive UEI

Receive Unique Entity ID

Congratulations! You have been assigned the following Unique Entity ID:

HEYNJG2LH27

VERIFIED SAM RECORD

XXXXXXXXXXXXXXXXX LLC

Year of Incorporation
2019

USA

State of Incorporation
Wisconsin

If you now believe you may need to complete a full entity registration, select **Continue Registration**. Otherwise select **Go to Workspace** to return to your workspace.

[Continue Registration](#) [Go to Workspace](#)