



## REQUEST FOR PROPOSAL

<b>Service</b>	: Assessment of payroll process
<b>Request for proposal number</b>	: 1297.0554-2024-02-001
<b>Authority</b>	: Family Health International FHI360
<b>Issue date</b>	: February, 21, 2024
<b>Deadline for questions</b>	: February 27, 2024, until 4hPM
<b>Submission deadline</b>	: <b>March 1st, 2024</b>

### I. ORGANIZATIONAL OVERVIEW

FHI360 is a non-profit human development organization dedicated to improving lives in a sustainable way by providing integrated, locally-driven solutions. FHI360 serves more than 70 countries worldwide, including Haiti. Achieving the Goals and Sustaining Control of the Epidemic (EpiC), a five-year global project managed by FHI360, funded by the U.S. President's Emergency Plan for AIDS Relief (PEPFAR) and the U.S. Agency for International Development (USAID). The project aims to achieve and maintain control of the HIV epidemic for the benefit of key populations. Epic has been modified to accept funding for COVID-19 in order to prevent, prepare for, respond to and strengthen health systems to combat COVID-19 and its re-emergence.

### II. TARGET

The purpose of this RFP is to solicit a firm specializing in accounting for the Assessment of the payroll process and to make recommendations according to local labor law.

This RFP is issued in the form of a targeted competitive solicitation to ensure that all interested, qualified and eligible institutions have a fair opportunity to submit proposals for award.

### III. INSTRUCTIONS TO BIDDERS

Offerors will develop their proposals based on their understanding of the needs, their previous institutional experience and their identification of approaches that would be feasible and effective in the context provided above. In all cases, offerors must clearly explain the rationale for the proposed approaches chosen.

Organizations must submit their proposals in both English and French. Proposals should include the submission of:

#### A. Experience (30%)

B. Financial Proposal (40%)

C. Time for completion (30%)

The format must include the following elements:

**A. Experience (30%)**

- a) Firm name, address and telephone number(s) of firm submitting proposal.
- b) Name, title, address, e-mail address and telephone number of contact person(s) authorized to represent the firm and to whom correspondence should be addressed.
- c) Company identification numbers.
- d) The letter must be signed by the person legally authorized to bind the applicant to its proposal and cost schedule.
- e) Company seniority.
- f) Duration of activity in providing proposed services.

**i. Description of Services** - Provide the following information:

- a) Describe how your company can provide the services listed in this RFP and provide a history of experience in providing similar services with NGOs.
- b) Describe your approach and methodology for providing these services.

**ii. References** - Provide the following information:

- a) Name, title, address and telephone number of **three references** for clients to whom you have provided similar services.
- b) Describe the services actually provided and the duration of service to each referenced customer.
- c) Personnel resources - Provide the following information:
  - 1) Identify the names of directors and key personnel who, if your company is selected, will actually provide the services.
  - 2) *Please provide CVs of key personnel* who will provide the service.
  - 3) Describe the role and responsibilities of each of these people.

**i. Other information** - Beyond the scope of this tender, what services (related or otherwise) does your organization provide that might be of interest to Family Health International?

**ii. Summary** - Summarize your proposal and your company's qualifications.

In addition, you can explain why your company is pursuing this work and how it is uniquely qualified to perform it. Include any other relevant information that helps FHI360 determine your overall qualifications.

Please submit the following attachments:

- 1. Resumes of key personnel who will be providing the service.**
- 2. Three references for clients to whom you have provided similar services.**
- 3. Certificate of registration of the organization**

#### **B. Financial Proposal (40%)**

The budget narrative serves as justification for each cost included in a budget; must be presented in such a way that it can be easily referenced in the budget; and must provide sufficient information for FHI360 to review the reasonableness of a proposed budget. All projected costs must conform to the organization's standard practices and policies.

Budgets must be sufficiently detailed to demonstrate reasonableness and completeness. Offerors including budget information deemed unreasonable, incomplete, unnecessary for the completion of the proposed project, or based on a methodology that is not sufficiently supported, may be deemed unacceptable.

- a) The proposal must contain a fee schedule that includes hourly rates for the proposed services.
- b) Describe the pricing of your services and any specific rates you may offer.
- c) Please indicate the inclusion/exclusion of any applicable taxes such as VAT.

#### **C. Time to completion (30%)**

- The supplier must indicate the time (days) required to complete the service.

### **IV. DEADLINE FOR SUBMISSION OF PROPOSALS**

Proposals may be submitted at any time before 4:00 p.m. on the date indicated on the cover page of this RFP. Applications received after the deadline will not be considered. Additional application opportunities may be offered in the future.

Submit your questions and proposals electronically to : [EpiCHaiti@fhi360.org](mailto:EpiCHaiti@fhi360.org)

FHI 360 does not receive paper applications for this RFP. All questions and answers will be shared with all interested offerors. Technical proposals and attachments may be submitted in Microsoft Word or Adobe PDF format. The subject line of the e-mail should be " **FHI360 Payroll Assessment** - [Name of Organization Submitting Proposal]".

### **V. VERIFICATION PROCESS**

Proposals will be reviewed and awarded by an evaluation panel. FHI 360 will lead and coordinate the evaluation panel. A technical evaluation panel will review all technical proposals

using the evaluation criteria detailed below. It is anticipated that the award will be made within 2-3 weeks of the submission deadline, as indicated on the cover of this RFP. Final negotiations and award will be managed by FHI 360.

## **VI. TERMS AND CONDITIONS**

Offerors are responsible for reviewing the terms and conditions described below.

### **WITHDRAWAL OF PROPOSALS.**

Offerors may withdraw their proposals by written e-mail notification received at any time prior to award.

### **RIGHT OF SELECTION/REJECTION**

FHI 360 reserves the right to select and negotiate with such firms/individuals as it determines, in its sole discretion, to be qualified for competitive proposals and to terminate negotiations without incurring any liability. FHI 360 also reserves the right to decline any proposal received without explanation.

### **DISCLAIMER**

Offerors will not be reimbursed for any costs incurred in the preparation and submission of a proposal. All costs of preparation and submission are the responsibility of the Offeror.

### **OFFER VERIFICATION**

FHI 360 may contact bidders to confirm contact person, address, bid amount and to confirm that the bid has been submitted for this solicitation.

### **MISREPRESENTATION IN THE OFFER**

Offerors must provide complete, accurate and full information as required by this solicitation and its attachments. Failure to submit correct, complete and accurate information will result in automatic disqualification.

### **CONFLICT OF INTEREST**

Offerors must disclose any past, present or future relationship with any party associated with the issuance, review or management of this solicitation and intended award. Failure to provide full and open disclosure may require FHI 360 to re-evaluate the selection of a potential Offeror.

### **OBLIGATION OF CONFIDENTIALITY**

The Offeror agrees that in connection with the performance of the Services, it will have access to or receive confidential and proprietary information relating to the business and affairs of FHI 360.

Offeror shall take reasonable steps to maintain the confidentiality of Confidential Information and protect it from unauthorized use or disclosure. Offeror shall use the Confidential Information solely for the purpose of performing the Services or other obligations under this

Agreement. Both during the term of this Agreement and at any time after the expiration or termination of this Agreement for any reason, Offeror shall not, without the prior written consent of FHI-360, use Confidential Information for any other purpose or disclose Confidential Information to any third party. Upon termination or expiration of the Agreement, or at the request of FHI 360, Offeror shall return all Confidential Information, documentation, software, used in connection with its Agreement, or even designed by it for FHI 360 and shall not retain any copies thereof.

## **RIGHTS RESERVED**

All responses to the solicitation become the property of FHI 360 and FHI 360 reserves the right, in its sole discretion:

- o Disqualify any offer due to Offeror's failure to comply with solicitation instructions.
- o Waive any deviations by offerors from the requirements of this solicitation which, in the opinion of FHI360, are not considered material defects requiring rejection or disqualification; or where such deviation will promote increased competition.
- o Extend the deadline for submission of all RFP responses after notification to all offerors.
- o Terminate or modify the RFP process at any time and refer the RFP to anyone FHI 360 deems appropriate.
- o Award a prize based on the initial evaluation of bids without discussion.
- o Award only a portion of the solicitation activities, or award multiple rewards based on solicitation activities.

## ***VII.* EVALUATION CRITERIA**

Evaluation criteria	Points
<p><b>Experience</b></p> <p>- The extent to which the organization has already successfully carried out consultations in the field concerned.</p> <p>The proposed staff member(s) to be responsible has the relevant skills and past experience to carry out this consultation.</p>	<b>30</b>
<p><b>Financial proposal</b></p> <p>- Reasonableness of the proposed budget in relation to the scope of the proposed activities.</p> <p>The price indicated is reasonable in relation to the prices proposed in response to the request for proposals.</p>	<b>40</b>
	<b>30</b>

<b>Time to completion</b>  o The supplier must indicate the time (days) required to complete the service.	
<b>TOTAL</b>	<b>100 points</b>

### **VIII. DELIVRABLES**

- 1) Presentation of the Payslip (Excel file)
- 2) Presentation in French and English of the documentation supporting the preparation of the payslip
- 3) Recommendations