

Request for Proposals (RFP) PSM – HTI – HO – 2024 – 01

Amendment No. 1

Background

On April 12, 2024, Chemonics/GHSC-PSM project launched the RFP # PSM – HTI – HO – 2024 – 01 to identify and select a subcontractor to provide chartered air transportation for the GHSC - PSM project in Haiti for the purpose of transporting project health commodities across the country, as well as transporting project staff to assist in distribution activities, or in rare circumstances when their evacuation within locations in Haiti may be needed.

On April 30, 2024, Chemonics responded to questions interested firms submitted regarding the RFP by the deadline of April 25, 2024.

On May 3, 2024, Chemonics held the proposal conference to provide interested offerors an opportunity to learn more about GHSC-PSM and to ask any questions about this RFP and the solicitation process.

Purpose

In Amendment 1 to the RFP, Chemonics is modifying the following sections:

- I.2. Chronological List of Proposal Events – Revising deadline for proposal submission
- I.7. Instructions for the Preparation of the Proposal – Removing limit to number of passengers per flight and adding a point of clarification on agreement with the RFP terms and conditions.
- I.8 Evaluation and Basis for Award – Revising Scoring Table
- II.2. Scope of Work – a) Adding request to carry self-contained battery-operated GPS devices in the aircrafts, b) Removing request for devices to monitoring commodities temperature
- 3. Cost Proposal – Part I (Full section)
- Annex 2 - Guide to Creating a Financial Proposal for a Fixed Price Subcontract - Removing and replacing it with a revised version

Amendment

Specifically, the RFP # PSM – HTI – HO – 2024 – 01 is amended by:

- Replacing the RFP calendar in section **I.2. Chronological List of Proposal Events** with the table below

RFP published	04/12/2024
Deadline for written questions	04/25/2024
Answers provided to questions/clarifications	04/30/2024
Proposal conference	05/03/2024
Proposal due date	05/17/2024
Subcontract award (estimated)	07/08/2024

Any other place in the original RFP that references one of the dates provided in the original RFP's Chronological List of Proposal Events is superseded by the revised calendar modified in this Amendment.

- Removing the bullet point on limit of passengers per flight in section **1.7 Instruction for the Preparation of the Proposal** under the Requirements and replacing it with the following:
 - Subcontractor must have aircraft(s) (whether airplanes or helicopters) capable of transporting both commodities and passengers. Passengers may travel to assist in distribution activities, or in rare circumstances if the situation calls, passenger flights may be needed for the evacuation of staff.
- Adding the following clarification in section **1.7 Instruction for the Preparation of the Proposal**:
 - If there are any comments or questions about the terms and conditions of the RFP or subcontract, please submit those as part of your proposal. Offerors must confirm their agreement with the RFP and IQS terms and conditions in their proposal submission.
- Removing the scoring table in section **1.8 Evaluation and Basis for Award** and replacing it with the table below.

Evaluation Criteria	Evaluation Sub-criteria	Maximum Points
Technical Approach, Methodology, and Detailed Work Plan		
	Approach and Methodology: Does the technical approach and detailed service implementation methodology proposed fulfill the requirements of the Scope of Work and expected deliverables effectively and efficiently? Has the offeror provided confirmation/commitment to begin services by the requested earliest start date of mid-July 2024? Fleet Size, Quality, and Variety: Total number, variety and adequacy of planes ad/or helicopters in offeror's fleet that meet the specifications included in the RFP. Chemonics will use offeror's title and registration or leasing contract to confirm fleet arrangement. Cold-Chain Equipment and Distribution Protocols: The offeror's possession of adequate and working temperature-controlled equipment such as electrical cold boxes. Standard Operating Procedures for Security of Commodities: provide standard operating procedures (SOP) that address the full range of security issues related to distribution and	25 points

Evaluation Criteria	Evaluation Sub-criteria	Maximum Points
	the operating environment to assure the quality, security and integrity of the health commodities being transported. Do the SOPs comply with WHO Good Distribution Practices, provided under Annexes 5 through 7? Maintenance, Warranties, and Other Requirements: Does the offeror provide the required documentation and certifications as outlined in the Technical Proposal section?	
	Capability for In-Transit Tracking: Does the offeror adequately describe the offeror's capability for real-time in-transit tracking, or provide an adequate solution for aircraft tracking? Does the offeror provide the number of planes/helicopters in its possession which carry GPS tracking equipment? Does the offeror have the ability to provide time-stamped route-tracking and route-validation documentation to the GHSC-PSM project, upon request?	10 points
	Capability to provide written proof of delivery (POD) with real-time/daily updates. Preference will be given to offerors who can provide electronic POD. If offeror has not implemented electronic PODs, does the offeror sufficiently describe their system or methodology to submit hard copy PODs on-time?	10 points
	Standard Operating Procedures: The offeror's standard operating practices which comply with WHO or country standards: • Aircraft and equipment maintenance; • Security measures that cover the full range of security issues related to the distribution of products, lives, and property; • In-transit operating procedures;	20 points

Evaluation Criteria	Evaluation Sub-criteria	Maximum Points
	• Routing and re-rerouting procedures; • Incident management and reporting • Delivery deadlines for commodities Does the offeror provide proof of meeting required FAA requirements for aircrafts and pilots (minimum FAA requirements for pilots, proof of meeting FAA maintenance requirements, etc.)?	
Total Points – Technical Approach		65 points
Management, Key Personnel, and Staffing Plan		
	Personnel Qualifications – Chemonics will evaluate the curriculum vitae (CVs) of the proposed key personnel (Pilot) and evaluate if the offer has the experience and capabilities carry out the Scope of Work. As presented in the organogram, list of focal points and description of key positions: 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 assigned to support the subcontract? As presented in the job descriptions and curriculum vitae (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?	15 points
Total Points – Management		15 points
Corporate Capabilities, Experience, and Past Performance		
	Past Performance - Successful past performance providing services as requested in the RFP. Please include at least three (3) references from current or past (3 years) clients as part of proposal submission (including name, address, representative, phone, and email address). Include any USG or USAID funded, or	20 points

Evaluation Criteria	Evaluation Sub-criteria	Maximum Points
	humanitarian clients if relevant. Offerors should use the template provided in Annex 9 for this section.	
Total Points – Corporate Capabilities		20 points
Total Points		100 Points

- Adding the following requirement to Section No. **II.2. Scope of Work**
 - The Subcontractor is required to carry a self-contained battery-operated GPS device in each aircraft while completing shipments. Chemonics will provide the device, and it should be returned to us at the end of each flight. The purpose of using this device is for the project's internal monitoring of commodities distribution activities.
- Removing the following paragraph on temperature monitoring devices from section No. **II.2. Scope of Work**
 3. Use temperature monitoring devices using data loggers in every commodity container to effectively monitor storage temperature during the entire delivery period and/or verifiable and acceptable protocols for the temperature monitoring protocols. Submit data loggers' information for recording/documenting temperature readings at beginning, during (every hour during the delivery) and at time of arrival/landing and hand off at destination airport.

- Removing section **3. Cost Proposal** in its entirety and replacing it the following information and guidance.

3. Cost Proposal

The cost proposal is used to determine which proposals represent the best value and serves as a basis of negotiation before award of a subcontract.

The price of the subcontract(s) to be awarded will be an all-inclusive fixed price. Nevertheless, for the purpose of the proposal, offerors must provide a budget showing the fixed prices for all line items included in Annex 2 as well as a budget narrative. Please refer to Annex 2 for detailed instructions and a sample cost structure. No profit, fees, taxes, or additional costs may be added after award.

The offerors' cost proposal shall consist of the following two parts:

Part I: Price of Services

Offerors must prepare and present to Chemonics table(s), in MS Excel, showing their best proposed prices per route for evaluation. Offeror should provide prices per route within their fleet (i.e. per proposed aircraft), indicating what its full weight cargo capacity is, expressed in kilograms, and indicating the usable cargo volume in cubic meters for each proposed aircraft. The anticipated routes are as follows:

1. Port-au-Prince to Cap Haïtien
2. Port-au-Prince to Les Cayes
3. Port-au-Prince to Miragoane
4. Port-au-Prince to Gonaïve

Separate tables should be provided per proposed aircraft type. In addition, separate tables should be provided should pricing differ based on commodity transportation type (for instance cold-chain and non-cold chain) and/or seasonality. The offeror's prices should include all of the offeror's organizational costs. For each pricing table, offerors are to include information on their fleet inventory and specify total cost of transportation from start to end point (one way) per proposed aircraft type, including the volume and weight of commodities that can be transported for each itinerary and aircraft. The offeror should also include the number of passengers that can be transported along with the commodities, and any additional cost per passenger on these flights. In addition, the offeror must also include the amount of "free time" for loading and unloading they are offering for each equipment type and destination, as well as any costs for wait time to be incurred after the "free time" is expired (to be provided in 30 minute increments).

Offerors are strongly encouraged at this time to propose and submit their best, most realistic and reasonable prices in response to this RFP.

Offerors should refer to Annex 2 Guide to Creating Cost Proposal and Establishing Prices for further budget preparation guidance. Chemonics will not provide technical assistance to offerors on budget preparation. Offerors are only required to submit table(s) containing prices, along with cost notes and sample routing plan as requested under Part 2 and 3 below. Offerors are not required to submit separate detailed budgets. Chemonics may at any time during the evaluation period, and at its sole discretion, require offerors to submit additional information to further assess and validate offerors' proposed prices for allowability, allocability, and reasonability.

All cost information must be expressed in US Dollars.

No profit, fees, taxes, or additional costs may be added after award. The agreement under which the potential awarded subcontract(s) 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. The Offeror must not include such Cooperating Country taxes, VAT, charges, tariffs, duties or levies in their cost proposal.

Part 2: Cost Notes

Offerors must prepare and submit cost notes that explain the basis for all proposed prices. For example, if the offeror proposed a fixed amount per route price for an air ambient commodity transportation type, from a certain location to another, the offeror should explain all of the various costs that are included (to transport commodities from point A to point B). Where pricing differs by commodity transportation type or seasonality, offeror should provide specific explanations in the cost notes, as well as note any discounts or sliding scale for large volumes of distribution or mass campaigns of the same. If Chemonics at any time requests additional information from offerors to understand the offerors' proposed prices, the offerors must submit the additional information requested. The offeror's cost notes must provide sufficient detail to allow Chemonics to clearly see and understand the type of costs included in the offeror's proposed tier prices (such as insurance, fuel, labor, maintenance).

- Removing and replacing **Annex 2 - Guide to Creating a Financial Proposal for a Fixed Price Subcontract** with the following information and budget template:

Annex 2 Guide to Creating a Financial Proposal for a Fixed Price Subcontract

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

Under no circumstances may cost information be included in the technical proposal. No cost information or any prices, whether for deliverables or line items, may be included in the technical proposal. Cost information must only be shown in the cost proposal.

Step 1: Design the technical proposal. Offerors should examine the market for the proposed activity and realistically assess how they can meet the needs as described in this RFP, specifically in section II. Offerors should present and describe this assessment in their technical proposals.

Step 2: Determine the basic costs associated with each deliverable. Offerors should consider best estimate of the costs associated with each deliverable, which should include labor and all non-labor costs, e.g. other direct costs, such as fringe, allowances, travel and transport, etc.

Step 3: Create a budget for the cost proposal. The budget period should follow the technical proposal period. A sample budget is shown on the following page. All items and services must be clearly labeled and include the total offered price. All cost information must be expressed in US Dollars.

Step 4: Write Budget Narrative. The written notes shall be submitted in MS Word explaining each cost line item and the assumption why a cost is being budgeted as well as how the amount is reasonable. Chemonics reserves the right to request additional cost information if the evaluation committee has concerns of the reasonableness, realism, or completeness of an offeror's proposed cost.

Sample Budget

Offerors should provide pricing in the table below accordingly in response to the technical and cost requirements of this RFP.

Aircraft Type:	Full Weight Cargo Capacity (KG):	Full Volume Capacity (M3):			
	Flights Dropping off Commodities at Destination	Flights Returning with Commodities	Passengers*	"Free Time" Included per departure/arrival destination (in minutes)	Wait time cost to be incurred after expiration of "free time" (cost per 30 minute increment)
	Cost With Full Weight Capacity (USD) – Ceiling per Route	Cost With Full Weight Capacity (USD) – Ceiling per Route	Cost per Passenger (USD)		
Port-au-Prince to Cap Haitien					
Port-au-Prince to Les Cayes					
Port-au-Prince to Miragoane					
Port-au-Prince to Gonaive					

In the case that the subcontractor arrives to the destination with the commodities and the MOH representative does not arrive at the site within an hour, the Subcontractor shall notify the GHSC-PSM designated POC to coordinate receipt of commodities, and if no handover is possible, the subcontractor shall fly back to the point of origin (Port-au-Prince airport) with the commodities in tow. The columns on the right-side of this table should be used to project the costs of returning to Port-au-Prince with the commodities remaining on the aircraft.

Offerors are required to include a minimum of one hour of "free time".

*If passenger limits are imposed, please provide a description and details of the limitations and when they are applicable.

The pricing tables will be used to prepare Sub-Task Orders under awarded IQSs as a result of the present procurement process.

All other terms and conditions of the original RFP # PSM HTI 2024 01 remain in effect and unchanged.

END OF MODIFICATION NO. 1