

Request for Quotation RFQ # 2024-001

USAID/Armenia Justice Sector Support Project May 13, 2024

Development Professionals, Inc. requests a quotation for the design and delivery of legal English instruction, as outlined below:

BACKGROUND

Development Professionals, Inc. (DPI), an international consulting company based in Arlington, Virginia, USA, is currently implementing the USAID-funded Justice Sector Support Project in Armenia, a five-year program that aims to implement a broad range of justice sector reforms, including legal education.

INSTRUCTIONS TO OFFERORS

With this RFQ, DPI is soliciting offers from qualified companies and individuals to develop a one-week curriculum for intensive Legal English instruction.

Questions and Clarifications

All questions and clarifications regarding this RFQ must be submitted in writing no later than May 22, 2024, 6:00pm Washington D.C. to armeniajssp@armeniajssp.com. All correspondence must provide reference to the RFQ number. Questions and clarifications that may be of interest to other bidders will be circulated to all parties that submitted the questions.

Offer Submission

All offers must be submitted electronically to: armeniajssp@armeniajssp.com. Offers must be received no later than June 7, 2024, 6:00pm Washington D.C. Please provide reference to the RFQ number in the subject of the email.

Required Documentation

The offers must include the following:

- Organizational overview
- Proposed approach
- Draft curriculum
- CV(s) of developer(s)/instructor(s)
- Organizational past performance
- U.S. Small Business certification, if applicable
- Detailed budget

Source/Nationality

Only firms legally registered in Armenia or the United States may submit an offer in response to this RFQ.

Quotations

Prices must be quoted as showing unit prices and total prices. No taxes or fees are to be added. Offers must clearly list all the items, indicate unit prices, quantities, and total price. Quotations must be expressed as fixed price, in USD. Budget should include:

- Labor for the development and delivery of the course (international travel days may be included)
- International travel and related expenses (Fly America-compliant flights, airport transfers, hotel, per diem, travel insurance, etc.)
- Defense Base Act (DBA) coverage
- Other Direct Costs, if applicable

Validity Period

Offers must be valid for a minimum of sixty (60) calendar days after the offer deadline.

Negotiations

It is expected that awards will be made based on submitted offers. However, DPI reserves the right to conduct negotiations and request clarifications prior to awarding the contract.

Basis for Award

DPI will evaluate quotations on a *Lowest Price Technically Acceptable* basis. The award will be made to the offeror who presents the lowest price and whose offer is compliant with RFQ instructions.

Terms and Conditions

The award is subject to DPI's standard terms and conditions. Please note that DPI standard payment terms are ten (10) days upon receipt of the complete documentation after acceptance of the deliverables. No advance payments are possible.

TECHICAL REQUIREMENTS

DPI is soliciting quotations from qualified firms for legal English instruction that include:

- Preparation and delivery of an interactive training course to be delivered over a 5-day period (approximately 2.5 hours/day)
- Handouts, workbook, podcasts/recordings, and other materials to facilitate learning

This training will be delivered as a part of the Brown Mosten Summer Camp. This initiative is intended to entice and prepare students to enter the 2024-25 [Brown Mosten International Client Counseling Competition](#). Training will include: (1) client counseling and interviewing skills, (2) legal English, and (3) topical sessions (TBD). This camp will improve skills for client interviewing, raise awareness of the ICCC, and build confidence in Armenian law students to formally participate in the 2024-25 national rounds. The working language at all stages of the competition is English. The course will be designed for law students who are non-native English speakers and will include interactive exercises and learning materials for students' continued practice.

Expected Deliverables

The successful offer must provide the following deliverables: (1) final curriculum/training plan, and (2) in-person delivery of training for 25-30 students who have English proficiency.

Period and Place of Performance

The summer camp will take place on August 19-23, 2024. Preparation work is expected to take place remotely. Instruction will be delivered in-person at a university in Yerevan, Armenia.

Eligibility Criteria

Successful offerors must have experience developing curricula and delivering training to law students who lack native/fluent English. U.S. small businesses are strongly encouraged to apply.