

Request for Proposal (RFP) Investigative Services

Request for Proposal Overview

TechnoServe Inc. is currently seeking bids from companies qualified to perform investigative services regarding allegations involving fraud, misappropriation of assets, financial misconduct or other ethical misconduct in countries in which TechnoServe operates. TechnoServe expects to enter into contracts with several companies that will allow TechnoServe to deploy resources quickly in the event of an allegation or reasonable evidence of misconduct. Selected firms would be expected to enter into a master consulting agreement that would be supplemented by statements of work detailing the specific requirements of each engagement.

About TechnoServe

Located in Washington, DC, [TechnoServe](https://technoserve.org) works with enterprising people in the developing world to build competitive farms, businesses and industries. We are a nonprofit organization that develops business solutions to poverty by linking people to information, capital and markets. Our work is rooted in the idea that hardworking people, when given job opportunities, can generate income wealth for their families and communities. With nearly 50 years of proven results, we believe in the power of private enterprise to transform lives.

TechnoServe currently operates in 29 countries in sub-Saharan Africa, Latin America and the Caribbean, and India. (For a complete listing of the countries in which we operate, please visit technoserve.org/our-work/where-we-work)

TechnoServe is committed to operating its business in accordance with the highest ethical standards and has adopted a number of policies and procedures to clarify and define the expectations for and obligations of its staff. In addition, some of TechnoServe's donors, including the U.S. government, have certain requirements regarding the reporting and handling of allegations of fraud and other misconduct. Despite its efforts, from time to time TechnoServe may receive allegations of potential fraud, misuse of donor funds, or other ethical misconduct. TechnoServe takes such allegations seriously and will conduct a review of the situation to assess the merit of the allegations. While some reviews may be conducted by internal resources, TechnoServe may outsource certain reviews or investigations to outside firms.

Objectives of the RFP

TechnoServe recognizes that firms may have differing expertise, including the types of investigations and the countries in which they operate, and not all firms may be appropriate for all investigations. Therefore, TechnoServe is issuing this RFP in an attempt to pre-qualify several firms that could provide investigative services from time to time. Selected companies would be expected to enter into a master consulting agreement that would be supplemented by statements of work for each specific investigation.

Services may include, among other things:

- Review project and financial data, analyze project expense transactions and other documentation
- Analyze and compare rates paid by TechnoServe with market rates
- Perform forensic investigative services
- Conduct site visits to confirm existence of assets or provision of services
- Analyze policies, procedures and internal controls or related business processes
- Conduct interviews with staff, vendors or beneficiaries
- Provide written summary of the meetings, interviews and evidence procedures

Proposal Format and Contents

The following must be included in your response to this request for proposal:

1. Name, address, telephone number and email address for principal contact.
2. A brief outline of your organization and services offered, including:
 - Full legal name, jurisdiction of organization or incorporation and address of the company
 - Full legal name and country of citizenry of company's President and/or Chief Executive Officer, and all other officers and senior managers of the company
 - Year business was established
3. Description of your company's experience and expertise providing investigative services, including any experience working with international nongovernmental organizations or nonprofits and U.S. government contractors.
4. Countries in which you are able to provide investigative services, including whether you have offices or personnel based in such countries.
5. Language capabilities.
6. Name and professional qualifications of personnel who would provide the services.
7. Names, addresses, phone numbers and email addresses of at least two clients of similar industry and scope of operations as TechnoServe that TechnoServe could contact as references.
8. Proposed compensation for such services on an hourly or daily basis, with applicable expenses and taxes clearly identified, or a description of the manner in which such compensation would be calculated.
9. The process and timetable necessary to begin an investigation.

10. Any additional information about your investigative abilities or experiences.

Responses should be limited to ten pages, with appendices as necessary.

Submission and Deadline

Questions regarding this RFP should be directed to Jocelyn Starzak at jstarzak@tns.org on or before Tuesday, May 10, 2016.

Responses in electronic form should be addressed to the attention of Jocelyn Starzak, General Counsel at jstarzak@tns.org and are due no later than 5pm ET on Friday, May 13, 2016.

TechnoServe reserves the right to accept and/or reject any proposal without necessary explanation to the proposing sources and is not obligated to accept the lowest dollar proposal. TechnoServe may waive any informalities, irregularities, omissions and/or errors in the proposals. All proposals must remain valid for a period of 120 days from the date of submission.