

Request for Proposal (RFP)
Development of Coffee Maps

Date: January 9, 2019

Subject: Request for Proposal

TechnoServe Inc. (TNS) - Washington DC, invites your firm to participate in this competitive solicitation for pricing, delivery and terms of potential sale on the following service for TNS offices in East Africa.

INTRODUCTION

TechnoServe is an international nonprofit organization that has been working to build business solutions to poverty since 1968. Our mission is to help enterprising people in the developing world to build competitive farms, businesses and industries.

BACKGROUND

TechnoServe has operated its coffee agronomy, sustainability, and quality training support to farming households and wet mills in East Africa for the last 15 years. Currently, TechnoServe works in 14 countries across Africa and Latin America to improve smallholder coffee farmer livelihoods. Increasingly, there is need for high-quality maps that demonstrate the precise locations of each coffee farming community and wet mill locations for specific funders and projects. We are in search of a Contractor that has the capabilities to produce high quality maps, experience compiling GIS databases, and has proven to complete such tasks in a timely manner.

GENERAL REQUIREMENTS & SCOPE OF WORK

Objective

The objective of this contract is to compile a GIS database and develop map(s) of coffee farming communities and wet mill locations for a variety of funders and projects. The contractor will gather up-to-date information on geographic features and other relevant statistics, and run spatial analytics on this data as required. Activities will involve collecting, processing, analyzing and mapping of geodata.

Scope of Work

Over the span of approximately one year, the Contractor should expect to complete the following tasks:

- 1) Define map function and features – Using the list under “Data Content and Specifications,” develop an outline of the extent and contents of the map to be created based on

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communications with TechnoServe. Style attributes, such as font and coloring should also be detailed.

- 2) Gather data – Collect available information and analyze all geodata related to the map specifications. This may include publicly available datasets and custom GPS coordinates or other GIS files provided by TechnoServe.
- 3) Create layers – Develop GIS readable files based on information collected. This will involve inclusion of existing data, planning and development of new layers.
- 4) Assemble map – Bring all the layers together and project them according to the defined extent and styling. Add diagnostic features such as the scale bar and legend.
- 5) Run analytics – Extract any requested spatial information derived from this dataset. If required, create features to display the numerical results directly on the map.
- 6) Export and refine – Convert the GIS file into an image format readable by graphic design software. Correct any blemishes or unwanted artifacts, and adjust labels so that they are human readable and rationally placed.
- 7) Submit draft map – Provide TechnoServe with a draft version to be reviewed for aesthetic and objective completeness.
- 8) Modify based on feedback – Depending on the results of TechnoServe’s review, make any requested alterations necessary to map. This may require repeating steps 4-7 until review results in all requirements being met.
- 9) Submit supplemental files – All GIS files (shapefiles, polylines and rasters) and spreadsheets containing coordinates information should be made available to TechnoServe in addition to digital copies of the map at varying resolutions.

Data Content and Specifications

Standard features may be included:

- Administrative boundaries at the appropriate zoom level (Country, Region, County, District, Town, etc.)
- Road network of all types of roads with associated details
- Rivers and drainage systems and water bodies
- Railways, dams, ports and other infrastructure features
- Cities and towns
- Baselayer (elevation, climate, soils, land cover, relief, soils, etc.)

Custom features to be included:

- Coordinates as provided by TechnoServe
- Highlighted areas from shapefiles collected by contractor
- Buffers, or shaded areas surrounding/enclosed by an area/point at a specified distances
- Radial flow lines, or lines connecting origin-destination point pairs

All maps are expected to include a legend and scale bar by default. Other keys, graticules, gridlines will be specified for inclusion on a per map basis.

Deliverables/Expected Outputs

The TechnoServe Coffee team has a variety of donor reports due throughout the year and expects the Contractor to deliver a GIS-database and high-Quality maps for Coffee Projects on an ongoing basis between January 2019 – December 2019, with the option to extend. The Contractor will receive requests for mapping assignments through the issue of Task Orders from the Global Coffee Director. Specifications around fees, LOE, and deliverable requirements will be explicitly outlined in each Task Order.

Expected Deliverables are as follows:

- 1) Digital maps in JPEG and PDF formats at high and low resolution (for printing and sharing respectively). Maps will be considered final after contractor has made adjustments based on feedback from TechnoServe’s review of draft versions.
- 2) Spreadsheets containing list of any mapped GPS coordinates.
- 3) Access to GIS files for layers, such as shapefiles, polylines and rasters, that were used in the creation of maps.
- 4) Any requested analytics derived from maps, such as distances between points, slopes, surface area, or other relevant calculations.

PERIOD OF PERFORMANCE

The period of performance of any contract resulting from this solicitation is anticipated to begin on or about January 25, 2019 and last through the end of December 2019, at which point there may be an option to extend. As noted before, if a contract results from this solicitation, the Contractor will be provided specific deliverables and associated due dates within each individual task order.

Proposals shall detail the estimated length of time (project schedule) required to accomplish all requirements, with detail on individual activity implementation dates, referenced in the Scope of Work/Deliverables sections.

CRITERIA FOR SELECTION

The evaluation of each response to this RFP will be based on the requirements set out in the solicitation and any addenda thereto. At the sole discretion of TNS, the top proposals may be selected for follow-up questions or to provide an oral presentation.

The following weighting and points will be assigned to the proposal for evaluation purposes:

Technical Proposal – 40%		
Project Approach/Methodology	20 points (maximum)	40 total points
Project Schedule	10 points (maximum)	
Project Deliverables	10 points (maximum)	
Management Proposal –30%		
Project Team Structure and Internal Controls	10 points (maximum)	30 total points
Staff Qualifications/Experience	10 points (maximum)	
Experience of the Firm	10 points (maximum)	
Cost Proposal – 30%		30 total points

TOTAL

100 POINTS

TechnoServe reserves the right to award the contract to the organization whose proposal is deemed to be in the best interest of TNS and the Donor.

The Organization with the winning proposal will be notified in writing. Those who were not selected may or may not be notified, at the sole discretion of TNS.

TERMS AND CONDITIONS

1. The Request for Proposal is not and shall not be considered an offer by TechnoServe.
2. All responses must be received on or before the date and time indicated on the RFP. All late responses will be rejected.
3. All unresponsive responses will be rejected.
4. All proposals will be considered binding offers. Prices proposed must be valid for entire period provided by respondent.
5. All awards will be subject to TNS contractual terms and conditions and contingent on the availability of donor funding.
6. TNS reserves the right to accept or reject any proposal or cancel the solicitation process at any time, and shall have no liability to the proposing organizations submitting proposals for such rejection or cancellation of the request for proposals.
7. TNS reserves the right to accept all or part of the proposal when award is provided.
8. All information provided by TNS in this RFP is offered in good faith. Individual items are subject to change at any time, and all bidders will be provided with notification of any changes. TNS is not responsible or liable for any use of the information submitted by bidders or for any claims asserted therefrom.
9. TNS reserves the right to require any bidder to enter into a non-disclosure agreement.
10. The bidders are solely obligated to pay for any costs, of any kind whatsoever, which may be incurred by bidder or any third parties, in connection with the Response. All responses and supporting documentation shall become the property of TNS, subject to claims of confidentiality in respect of the response and supporting documentation, which have been clearly marked confidential by the bidder.

FORM/CONTENT OF RESPONSE

All proposals shall:

1. Be in the *English* language.
2. Contain detailed cost in *US Dollar*, with applicable Tax/Charges clearly identified.
3. Provide requested payment terms and conditions.
4. Describe the qualifications, experience and capabilities of the firm in providing the type of services being request by this RFP. Resumes or CVs of "key personnel" shall be submitted as an attachment.

5. Include a contact name, email address, and telephone number to facilitate communication between TNS and the submitting organization.
6. A brief outline of the organization and services offered, including:
 - Full legal name, jurisdiction of 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

SCHEDULE OF EVENTS

1. Questions regarding this request may be addressed to Jessica Kane, Assistant Program Manager at jkane@tns.org and must be received no later than *January 21, 2019*. Responses to questions will be distributed to all interested parties no later than *January 23, 2019*
2. Responses to the RFQ should be addressed to the attention of Jessica Kane, Assistant Program Manager at jkane@tns.org **no later than *January 28, 2019***.

End of RFP