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| **RFP Number:** | FAS Videos |
| **Issuance Date:** | November 27, 2019 |
| **Deadline for Questions:** | December 11, 2019 |
| **Bidders Teleconference:** | TBD, if necessary |
| **Deadline for Offers:** | December 18, 2019 |
| **Description:** | Production of up to 6 videos about the FAS Project and Activities |
| **For:** | Egypt Feed the Future Food Security and Agribusiness Support (FAS) |
| **Funded By:** | United States Agency for International Development (USAID)  Contract Number: AID-263-A-15-00022 |
| **Implemented By:** | CNFA (Cultivating New Frontiers in Agriculture) |
| **Point of Contact** | Brett Aronson (baronson@cnfa.org) |

**Section 1: Introduction, Technical Background and Scope of Work**

**1.1 Introduction** In July 2015, CNFA began implementing the USAID-funded Feed the Future Food Security and Agribusiness Support (FAS) program in Egypt. The five-year FAS program aims to dramatically increase incomes and improve food security for at least 14,000 Upper Egyptian smallholder horticulture farmers. The market-driven approach of the project is supported by four interrelated components, including improved on-farm production, more efficient post-harvest processes, improved marketing of agriculture crops and products, and improved nutritional status of pregnant and lactating women and children under 5.  To promote post-harvest efficiency, the project vertically integrates farmer groups and develops agro-processing enterprises through cold chain expansion, storage facilities, and pack houses. The project will achieve an annualized increase in incomes for over 14,000 horticulture-based smallholder farmers through activities such as the introduction of new contracts between horticulture smallholder farmers and market channels. CNFA manages a matching grant fund which will be used to refurbish and develop productive infrastructure, catalyze innovation, stimulate investment, and support the development of critical value chain segments.

To highlight the results and successes of project activities, FAS requires a video production firm to produce up to 6 videos, as described in the below Scope of Work.

The purpose of this RFP is to solicit quotations from production firms to conduct the following scope of work. Offerors are responsible for ensuring that their offers are received by CNFA in accordance with the instructions, terms, and conditions described in this RFP. Failure to adhere with instructions described in this RFP may lead to disqualification of an offer from consideration.

**1.2: Scope of Work:** The FAS project is nearing the end of its five-year life cycle and aims to create several videos of project approaches and key successes/results. They will be used to demonstrate the project’s success to various audiences, including the American public, project donors (USAID), government and/or non-government partners in Egypt, current and prospective local and international project partners, the private sector, and other CNFA project staff. These videos may be used by USAID for distribution on USAID’s website, social media, and screened at conferences, etc.

**Video Requirements:**

* Videos 1 + 2: **FAS project summary/overview;** two versions, one in Arabic, with English subtitles and one in English, with Arabic subtitles
* Video 3 + 4: **FAS Marketing approach**; to articulate FAS market systems approach and how it integrates each level of the horticulture value chain. Video should highlight examples of FAS activities at different levels of the value chain including grocery stores. One in Arabic, with English subtitles and one in English, with Arabic subtitles
* Video 5 + 6: **FAS Post-harvest-focused video** – to cover FAS post-harvest work. Specific activity content to be decided upon during story-boarding

The footage captured must be shot in HD and should use a wide variety of camera angles to ensure a professional and engaging product.

Offerors should submit proposals for the video and language requirements as specified above. CNFA may determine that only one version of each video is necessary (i.e. just English or just Arabic), however for the purposes of evaluating proposals, offerors should submit for both English and Arabic language versions of all videos requested. CNFA will inform the selected offeror of the final video language requirements during contract negotiations.

FAS does not have the material and human resources to produce these videos, so an independent service provider specializing in video production is being recruited. The videos produced will use newly developed content/footage. Given the end-use of these videos targets Egyptian and American audiences, as well as for potential CNFA marketing in other countries, the use of text in lieu of voice-over narration, and the desire to use graphics that contain text, each video must have an Arabic version and an English version.

Offerors may propose to sub-contract any Egyptian video production firm or videographer but is not required to do so. Should the successful offeror request it, CNFA is able to provide recommendations on local Egyptian firms or videographers based on prior experience. The selected offeror will discuss with the FAS team on any security considerations or approvals before developing the videos.

**The Client (CNFA)**

The Client will have the following general responsibilities under the eventual agreement:

1. Designate a staff member to be the Point of Contact (POC) for all communications between the selected offeror and themselves.
2. Provide timely feedback to the selected offeror
3. Provide information, feedback and guidance on the security context
4. Support selected offeror to organize and also attend field visits for location scouting, conducting interviews, taking b-roll, etc.
5. Provide video idea pitch summary documents (with detailed visual guides) of the desired video content.

**The Selected Offeror (video production firm)**

The selected offeror will have the following general responsibilities under the eventual agreement:

1. Lead pre-production, production, and post-production for up to 6 videos.
2. Deliver the final products.
3. Manage and direct selected local Egyptian video production firm/videographer, if applicable, to:
   1. Travel to field sites to conduct interviews with beneficiaries, produce B-roll, etc.
   2. Shoot and provide raw footage for up to six (06) videos as needed
4. Manage interpretation/translation into and out of Arabic language.

**1.3: Period of Performance:** The anticipated period of performance for this assignment is **January 15, 2020 – March 15, 2020.**

**1.4: Tasks:**

* Create up to 6 complete videos that utilize newly collected video footage of FAS project results and beneficiary testimonies in Egypt in English and Arabic
* The breakdown of specific project tasks/deliverables is below:

|  |  |  |
| --- | --- | --- |
| **Production phase** | **Task** | **Notes** |
| Pre-production | Create storyboard for each video based on concept guide provided by CNFA/FAS (English)  Create scripts for each video based on concept guide provided by CNFA/FAS (English)  Develop beneficiary interview questions in close coordination with CNFA/FAS  Participate in meetings, as needed, with CNFA/FAS to obtain feedback (English) | See Annex F for more details. |
| Production | Manage travel logistics, as needed, for film crew (CNFA/FAS staff to provide support regarding travel to beneficiary sites)  Coordinate beneficiary site visits with CNFA/FAS staff  Scouting visits to field sites, as needed  Ability to communicate with beneficiaries in Egyptian Arabic  Capture video footage of beneficiary interviews, landscapes, storage facilities, post-harvest facilities, markets, local government officials, project staff, etc.  Return signed video release forms (if 1-3 people are featured in shot)  Participate in meetings (Skype or via phone), as needed, with CNFA/FAS to obtain feedback (English) | Film crew should have experience working in insecure, conflict prone areas and be prepared to exercise cultural sensitivity.  Field visit teams will include CNFA/FAS project staff with Arabic & English language skills and knowledge of the region and beneficiaries |
| Post-production | Engage in three phases of video edits: rough, fine, and final  Video/ sound editing content in Arabic  Provide culturally appropriate, royalty-free music selection  Develop animations/ graphics, as needed  Participate in meetings, as needed, with USAID (if necessary) and CNFA/FAS to obtain feedback (English) (see Annex F for details)  Provide final video files in hard copy and online (see technical specifications in Section 1.1 for details)  Final videos will have Arabic version and an English version | Rough cut: two rounds of editing  Fine cut: two rounds of editing  Final cut: editing only as needed |

**1.5: Anticipated Deliverables:**

The following are anticipated deliverables to result from the award with the successful offeror:

\*Please note that the FAS project summary/overview video may be prioritized for fast-tracking, and may therefore have separate deliverable timeline\*

* Deliverable 1: Final approved storyboards, scripts, and interview questions
* Deliverable 2: Approved video content (collected during production)
* Deliverable 3:
  + Rough cut (Draft 1): FAS project summary/overview videos (incorporates newly developed content/footage).
  + Rough cut (Draft 1): FAS Marketing Approach videos (incorporates newly developed content/footage).
  + Rough cut (Draft 1): Post-harvest focused videos (incorporates newly developed content/footage).
* Deliverable 4:
  + Rough cut (Draft 2): FAS project summary/overview videos (incorporates newly developed content/footage).
  + Rough cut (Draft 2): FAS Marketing Approach videos (incorporates newly developed content/footage).
  + Rough cut (Draft 2): Post-harvest focused videos (incorporates newly developed content/footage).
* Deliverable 5:
  + Fine cut (Draft 1): FAS project summary/overview videos (incorporates newly developed content/footage).
  + Fine cut (Draft 1): FAS Marketing Approach videos (incorporates newly developed content/footage).
  + Fine cut (Draft 1): Post-harvest focused videos (incorporates newly developed content/footage).
* Deliverable 6:
  + Fine cut (Draft 2): FAS project summary/overview videos (incorporates newly developed content/footage).
  + Fine cut (Draft 2): FAS Marketing Approach videos (incorporates newly developed content/footage).
  + Fine cut (Draft 2): Post-harvest focused videos (incorporates newly developed content/footage).
* Deliverable 7:
  + Final cut: FAS project summary/overview videos (incorporates newly developed content/footage).
  + Final cut: FAS Marketing Approach videos (incorporates newly developed content/footage).
  + Final cut: Post-harvest focused videos (incorporates newly developed content/footage).

**1.6: Anticipated Deliverables Schedule**

The successful offeror shall submit the deliverables described above in accordance with a realistic deliverables schedule, as defined by the offeror, and outlined below. Anticipated deliverables schedule subject to negotiation upon contract award:

\*Please note that the FAS project summary/overview video may be prioritized for fast-tracking, and may therefore have separate deliverable timeline\*

|  |  |  |
| --- | --- | --- |
| **Deliverable Number** | **Deliverable** | **Due Date** |
| **1** | Final approved storyboards, scripts, and interview questions | January 25th |
| **2** | Approved video content collected during production | February 5th |
| **3** | * Rough cut (Draft 1): FAS project summary/overview videos * Rough cut (Draft 1): FAS Marketing Approach videos * Rough cut (Draft 1): Post-harvest focused videos | February 15th |
| **4** | * Rough cut (Draft 2): FAS project/summary overview videos * Rough cut (Draft 2): FAS Marketing Approach videos * Rough cut (Draft 2): FAS Post Harvest focused videos | February 25th |
| **5** | * Fine cut (Draft 1): FAS project/summary overview videos * Fine cut (Draft 1): FAS Marketing Approach videos * Fine cut (Draft 1): FAS Post Harvest Focused videos | March 2nd |
| **6** | * Fine cut (Draft 2): FAS project/summary overview videos * Fine cut (Draft 2): FAS Marketing Approach videos * Fine cut (Draft 2): FAS Post Harvest focused videos | March 9th |
| **7** | * Final cut: FAS project summary/overview videos * Final cut: FAS marketing approach videos * Final cut: Post harvest focused videos | March 15th |

**\***Deliverable numbers and names refer to those fully described in Section 1.5 above

**Section 2: Instructions to Offerors**

# 2.1 Offer Deadline and Protocol: Offers must be received no later than 6 pm, EST, on December 18, 2019. Offers must be submitted by email to baronson@cnfa.org.

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Please reference the RFP number in any response to this RFP. Offers received after the specified time and date will be considered late and will be considered only at the discretion of CNFA. The cover page of this solicitation summarizes the important dates of the solicitation process. Offerors must strictly follow the provided deadlines to be considered for award.

**2.2 Questions**: Questions regarding the technical or administrative requirements of this RFP may be submitted no later than **6 pm EST on December 11, 2019** by email to Brett Aronson at baronson@cnfa.org. Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that CNFA believes may be of interest to other offerors will be circulated to all RFP recipients who have indicated an interest in bidding.

Only the written answers issued by CNFA will be considered official and carry weight in the RFP process and subsequent evaluation. Any verbal information received from employees of CNFA or any other entity should not be considered as an official response to any questions regarding this RFP.

**2.3 Bidders Teleconference:** Based on initial feedback to this solicitation, CNFA may decide to host a bidder tele-conference to answer questions. CNFA will be sure to invite all interested bidders to this tele-conference, should it take place.

**2.4 Evaluation and Award**: The award will be made to a responsible offeror whose offer follows the RFP instructions, meets the eligibility requirements, and is determined via a trade-off analysis to be the best value based on application of the below evaluation criteria. Best value determination will consider both technical and financial proposals, i.e., the best approach and anticipated results in combination with a reasonable cost. Proposed costs must reflect and clearly match the degree of sophistication of the technical approach.

The relative importance of each individual criterion is indicated by the number of points below:

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| --- | --- | --- |
| **Evaluation Criteria** | **Criteria Description** | **Maximum Points** |
| **Technical Approach** | | |
| Present technical approach that addresses each of the requirements listed in the Section 1.2 through 1.4.  Technical proposal must show an understanding of the requirements along with a demonstration of how your company will respond to the requirements in the scope of work. | Articulated vision for videos, approach well suited for the targeted audience and intended end usage of videos, tone and style consistent with CNFA and FAS branding  Strength of ideas and quality on reformulating existing content into new videos  Completeness and adherence to RFP guidance, and overall quality | 15 points  10 points  5 points |
| **Total Points – Technical Approach** | | 30 points |
|  | | |
| **Personnel** | | |
| Personnel qualifications and experience of proposed team to conduct the specified work | 3-5 years of experience in video production required for crew members.  Personnel have previous experience working on USAID or other donor-funded development projects.  Experience working with and managing subcontracted talent/crews, if applicable  At least one team member has professional fluency in Arabic, for tasks such as translating interviews for subtitles and facilitating shooting on the ground in Egypt (required if proposing to sub-contract an Egyptian video production firm or videographer)  Extent to which the professionals proposed include a mix with requisite technical/project management skills and relevant experience to complete the scope of work | 5 points  5 points  10 points  10 points  10 points |
| **Total Points –Personnel** | | 40 |
|  | | |
| **Project Management** | | |
| Management | The offeror has clearly articulated how a) it will accomplish pre-production tasks using the inputs provided by the client, and; b) it will work with a subcontractor production firm in the specified timeframe, if applicable  The offeror has clearly articulated how it will ensure the completion of production, especially as pertains to a sub-contract to a production firm, if applicable  The offeror has clearly articulated how it will conduct post-production editing using its capacity in video production | 15  15  15 |
| **Total Points –Management** | | 45 |
|  | | |
| **Detailed Work Plan** | | |
| Work plan | The offeror has adhered to the work plan timeline in Annex F. Revisions to this timeline will be considered as long as deadlines for deliverables are still met. | 50 |
| **Total Points –Detailed Work Plan** | | 50 |
|  | | |
| **Past Performance** | | |
| Past performance | Experience in production and project management of similar videos required (scope, size, and complexity)  Quality of past work examples shared online (technical and stylistic)  USAID or other international development work particularly videos and other collaterals performed within the past 5 years | 5  5  10 |
| **Total Points – Past Performance** | | 20 |
|  | | |
| **Cost Proposal** | | |
| Pre-production | Please describe the costs for the pre-production phase, including number of days, and including all travel costs for video shooting | 10 points |
| Production | Please describe the costs for the production phase, including number of days | 10 points |
| Post-production | Please describe the costs for the post-production phase, including number of days | 10 points |
| **Total Points – Cost Proposal** | | 30 |
| **TOTAL OFFER POINTS** | | **215** |

Best-offer proposals are requested. It is anticipated that award will be made solely on the basis of these original proposals. However, CNFA reserves the right to conduct any of the following:

* CNFA may conduct negotiations with and/or request clarifications from any offeror prior to award;
* While preference will be given to offerors who can address the full technical requirements of this RFP, CNFA may issue a partial award or split the award among various suppliers, if in the best interest of the FAS Project;
* CNFA may cancel this RFP at any time.

Award will be issued only to the entity which submits a proposal in response to this RFP. CNFA will not issue an award to different offerors, entities, or third-parties other than the selected offeror(s). CNFA anticipates awarding a fixed-price deliverables subcontract to the successful offeror.

**2.5 Cost Proposal**: Pricing must be presented in US dollars. Offers must remain valid for not less than thirty (30) calendar days after the offer deadline. Offerors are requested to provide offers on official letterhead in accordance with the format provided in Annex D.

**2.6 Proposal Format Instructions:** All proposals must be formatted in accordance with the below requirements:

1. English language only
2. Include the individual/agency/organization name, date, RFP number, and page numbers as a header or footer throughout the document.
3. The Technical Proposal must be in the format provided in Annex C.
4. The Cost Proposal must be in the format provided in Annex D.

A full proposal will include the following documents:

1. A proposal offer checklist (Annex A).
2. A cover letter on company letterhead, signed by an authorized representative of the offeror (Annex B).
3. A complete Technical Proposal in response to the evaluation criteria in Section 2.4 and in the format provided in Annex C.
4. A complete Cost Proposal in response to the terms of Section 2.5, the evaluation criteria in Section 2.4, and in the format provided in Annex D.
5. A copy of the offeror’s business license
6. Three contacts for references from organizations/individuals for which the offeror has successfully performed similar work.

**Annex A – Offer Checklist and Submission Instructions**

To assist offerors in preparation of proposals, the following checklist summarizes the documentation to include an offer in response to this RFP:

□ Offeror Checklist (Annex A)

□ Cover letter on company letterhead, signed by an authorized representative of the offeror (see Annex B for template)

□ Technical Proposal (see Annex C for template)

□ Cost Proposal (See Annex D for template)

□ Copy of offeror’s registration or business license

□ Three contacts for references from organizations/individuals for which the offeror has successfully performed similar work

**Annex B – Offeror Cover Letter**

*The following cover letter must be placed on letterhead and completed/signed/stamped by a representative authorized to sign on behalf of the offeror:*

To: CNFA

1828 L Street NW, Washington DC 20036

Reference: RFP no. FAS Videos

To Whom It May Concern:

We, the undersigned, hereby provide the attached offer to perform all work required to complete the activities and requirements as described in the above-referenced RFP. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFP. We further certify that the below-named firm—as well as the firm’s principal officers and all commodities and services offered in response to this RFP—are eligible to participate in this procurement under the terms of this solicitation and under USAID regulations.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

* We have no close, familial, or financial relationships with any CNFA or FAS project staff members;
* We have no close, familial, or financial relationships with any other offerors submitting proposals in response to the above-referenced RFP; and
* The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
* All information in our proposal and all supporting documentation is authentic and accurate.
* We understand and agree to CNFA’s prohibitions against fraud, bribery, and kickbacks.
* We understand and agree to CNFA’s prohibitions against funding or associating with individuals or organizations engaged in terrorism or trafficking in persons activities.

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.

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| Authorized Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name & Title of  Signatory:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Company Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Company Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Website:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Company Registration or Taxpayer ID Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Does the company have an active bank account? (Y/N):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Official name associated with the bank account (for payment): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

**Annex C – Technical Proposal**

**Technical Approach (30 points)**

In 1,000 words or less, describe your approach to producing the 6 videos, with an emphasis on post-production work.

**Personnel (40 points)**

Please list the team members who will participate in the production of the videos (producer, script writer, video editor, audio engineer, cameraperson, etc.).

Detail their experience and qualifications (attach CVs, including language capabilities (English/Arabic/Egyptian Arabic).

**Project Management (45 points)**

Give a brief description of your typical project workflow. Briefly describe the services your firm offers in pre-production, production, and post-production.

Explain how the proposed personnel, video firm, translators/interpreters, and other resources will be managed for this project.

Describe how travel and other logistical arrangements will be managed.

Please include information how communication will be managed with FAS project staff in Egypt.

Please include how videos will be presented for review and the channels used for feedback (i.e. uploaded on corporate website? Collaborative online software where all feedback is captured?).

**Detailed Work Plan (50 points)**

Please detail your proposed work plan including major milestones (please reference the tasks referenced in Section 1.4 and anticipated timeline in Annex F).

**Past Performance/Experience (20 points)**

Please list your most recent relevant video production work including client name, video summary, target audience, and year (only include work within the last 5 years). For each video, please provide a web link where the content can be viewed.

Describe your experience working in insecure conflict-prone contexts, managing teams in multiple countries, and developing/editing content across language barriers.

**Annex D – Cost Proposal**

The table below contains the technical requirements of the requested services. Offerors are requested to provide quotations containing the information below on official letterhead or official quotation format. In the event this is not possible, offerors may complete this Annex D and submit a signed/stamped version to CNFA.

Offerors may add additional line items as needed to present a comprehensive and detailed cost proposal.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Cost Item | Unit | Quantity | Unit Price  (day/unit) | Days | Total Price | Notes |
| 1. **Personnel/labor** |  |  |  |  |  |  |
| Pre-production |  |  |  |  |  |  |
| Production |  |  |  |  |  |  |
| Post-production |  |  |  |  |  |  |
| 1. **Equipment** |  |  |  |  |  |  |
| 1. **Materials and supplies** |  |  |  |  |  |  |
| 1. **Services** |  |  |  |  |  |  |
| 1. **Travel** |  |  |  |  |  |  |
| 1. **Subcontractors (if applicable)** |  |  |  |  |  |  |
| Local videographer (if relevant) |  |  |  |  |  |  |
| Interpreter/translator |  |  |  |  |  |  |
| **TOTAL BUDGET** |  |  |  |  |  |  |

**Annex E – CNFA Terms and Conditions**

**1 Ethical and Business Conduct Requirements:** CNFA is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit.

CNFA does not tolerate fraud, collusion among offerors, falsified proposals/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported to both USAID and the Office of the Inspector General.

Employees and agents of CNFA are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination and will be reported to USAID and the Office of the Inspector General. In addition, CNFA will inform USAID and the Office of the Inspector General of any supplier offers of money, fee, commission, credit, gift, gratuity, object of value or compensation to obtain business.

Offerors responding to this RFP must include the following as part of the proposal submission:

* Disclose any close, familial, or financial relationships with CNFA or project staff. For example, if an offeror’s cousin is employed by the project, the offeror must state this.
* Disclose any family or financial relationship with other offerors submitting proposals. For example, if the offeror’s father owns a company that is submitting another proposal, the offeror must state this.
* Certify that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
* Certify that all information in the proposal and all supporting documentation are authentic and accurate.
* Certify understanding and agreement to CNFA’s prohibitions against fraud, bribery and kickbacks.

Please contact Brett Aronson (baronson@cnfa.org) with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to CNFA at to [FraudHotline@cnfa.org](mailto:FraudHotline@cnfa.org).

**2 Terms and Conditions**: This solicitation is subject to CNFA’s standard terms and conditions. Any resultant award will be governed by these terms and conditions; a copy of the full terms and conditions is available upon request. Please note the following terms and conditions will apply:

1. CNFA’s standard payment terms are net 30 days after receipt and acceptance of any commodities or deliverables. Payment will only be issued to the entity submitting the offer in response to this RFP and identified in the resulting award; payment will not be issued to a third party.
2. No commodities or services may be supplied that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, Syria.
3. Any international air or ocean transportation or shipping carried out under any award resulting from this RFP must take place on U.S.-flag carriers/vessels.
4. United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The supplier under any award resulting from this RFP must ensure compliance with these laws.
5. United States law prohibits engaging in any activities related to Trafficking in Persons. The supplier under any award resulting from this RFP must ensure compliance with these laws.
6. The title to any goods supplied under any award resulting from this RFP shall pass to CNFA following delivery and acceptance of the goods by CNFA. Risk of loss, injury, or destruction of the goods shall be borne by the offeror until title passes to CNFA.

**3 Disclaimers:** This is a Request for Proposals only. Issuance of this RFP does not in any way obligate CNFA, the FAS Project, or USAID to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer. In addition:

1. CNFA may cancel RFP and not award;
2. CNFA may reject any or all responses received;
3. Issuance of RFP does not constitute award commitment by CNFA;
4. CNFA reserves the right to disqualify any offer based on offeror failure to follow RFP instructions;
5. CNFA will not compensate offerors for response to RFP;
6. CNFA reserves the right to issue award based on initial evaluation of offers without further discussion;
7. CNFA may negotiate with short-listed offerors for their best and final offer;
8. CNFA reserves the right to order additional quantities or units with the selected offeror;
9. CNFA may reissue the solicitation or issue formal amendments revising the original RFP specifications and evaluation criteria before or after receipt of proposals;
10. CNFA may modify the specifications without issuing a formal notice to all offerors when the revisions are immaterial to the scope of the RFP;
11. CNFA may choose to award only part of the activities in the RFP, or issue multiple awards based on multiple RFP activities;
12. CNFA reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition;

In submitting a response to this RFP, offerors understand that USAID is not a party to this solicitation and the offeror agrees that any protest hereunder must be presented – in writing with full explanations – to the FAS Project for consideration. USAID will not consider protests regarding procurements carried out by implementing partners. CNFA, at its sole discretion, will make a final decision on any protest for this procurement.

**4 Source/Nationality/Manufacture**: All goods and services offered in response to this RFP or supplied under any resulting award must meet **USAID Geographic Code 937** in accordance with the United States Code of Federal Regulations (CFR), [22 CFR §228](http://www.gpo.gov/fdsys/pkg/CFR-2012-title22-vol1/pdf/CFR-2012-title22-vol1-part228.pdf). The cooperating country for this RFP is Egypt.

Offerors may not offer or supply any commodities or services that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, Syria.

**5 Taxes and VAT**: As an organization that is implementing a project on behalf of USAID, CNFA is exempt from being charged VAT, customs duty or fee, excise tax, road tax, or any other form of tax or tariff for goods and services purchased for USAID funded activities. As such, CNFA is exempt from being charged VAT, customs duty or fee, excise tax, road tax, and any other form of tax or tariff for goods and services purchased for USAID funded activities. As such, offerors agree to exclude VAT or any similar taxes or fees from its cost proposal.

**6 Eligibility**: By submitting an offer in response to this RFP, the offeror certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the U.S. Government. CNFA will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.

**Annex F - Anticipated timeline (all videos)**

|  |  |  |
| --- | --- | --- |
| Date | Item | |
| November 27th-December 18th, 2019 | Launch RFP & submission period   * RFP Release: **November 27, 2019** * Questions due: **December 11, 2019** * Bidder’s Teleconference: **TBD** * Submissions due: **December 18, 2019** | |
| Dec 19-Jan. 15th | Evaluation of submissions, negotiation & contracting | |
| Jan. 15th-March 15th 2020  See “1.6: Anticipated Deliverables Schedule” for general idea of anticipated timeline. Timing of all milestones to be determined during contract negotiations | Pre-production | * Storyboard, script, interview questions draft * CNFA/FAS review of storyboard, script, interview questions draft 1 * Storyboard, script, interview questions draft 2 * CNFA/FAS review of storyboard, script, interview questions draft 2- * Final approved storyboard, script, and interview questions, |
| Production | * Travel in Egypt * Film content & conduct interviews |
| Post-production | Phase 1: rough cut   * Draft 1 of all videos * CNFA/FAS feedback of Draft 1 * Draft 2 of all videos * CNFA/FAS & USAID feedback of Draft 2   Phase 2: fine cut   * Draft 1 of all videos * CNFA/FAS feedback of Draft 1 * Draft 2 of all videos * CNFA/FAS feedback of Draft 2   Phase 3: final cut   * All final videos |