

Request for Quotations (RFQ)
**Procurement of Copyediting, Graphic Design, Accessibility and 508 Compliance Services,
and Translation Services**

RFQ Number: #CGA5T

Issuance Date: [March 1, 2024]

Question and Answer Due Date: [March 8, 2024]

Deadline for Offers: [March 18, 2024]

Description: RFQ for BPA for services related to copyediting, graphic design, Accessibility and 508 compliance, and translation services

For: International Development Group LLC

Funded By: International Development Group LLC

Dear Offeror,

You are kindly requested to submit your quotation for copyediting, graphic design, Accessibility and 508 compliance, and/or translation services as described in Annex A.

We also request that your quotation is submitted using the format specifically detailed in Annex B.

Quotations submitted by email must be limited to a maximum of **10MB** and no more than two email transmissions. They must be free from any form of virus or corrupted content, or the quotations shall be rejected.

Quotations shall be evaluated based on trade-off analysis to be the best value based on application as per the criteria set in Annex A.

The Bidders shall not vary their prices for any reason after the deadline of the tender and while the quotation is still valid. IDG is not bound to accept any quotation, nor award a contract, nor be responsible for any costs associated with a Bidder's preparation and submission of quotation, regardless of the outcome or the manner of conducting the selection process.

By submitting a Quotation in response to this information, Bidders are confirming acceptance of IDG's General Terms and Conditions in full and Payment Policy of payment within 30 days after delivery of service on presentation of complete and correct invoice.

Firms or individuals can provide an offer for all services requested, or just one of the services requested.

This Request for Quotation is comprised of:

Blanket Purchase Agreement Specifications	Annex A
Necessary Qualifications of All Offerors	Annex B
Specifications, Technical Requirements, and Required Documentation	Annex C

Supplier's Quotations Templates	Annex D
Advancing US-India Partnership Platform (APP) One-Pager Remediation Document (relevant for accessibility and 508 compliance offerors only)	Annex E

Please send any questions/clarifications related to this RFQ by 8, March 2024 to Afua Owusu, Communications and Events Manager, at procurement@internationaldevelopmentgroup.com and mention Clarifications RFQ #CGA5T. Responses to questions will be provided to all offerors by 12, March 2024.

Deadline for Submission:

On or before: 18, March 2024

Time: 11:59AM ET Washington, D.C., local time

Sincerely,

International Development Group LLC

Annex A

Blanket Purchase Agreement Specifications

Section I:

About IDG

- I. **Introduction:** International Development Group LLC is a global leader in international development solutions. For over 30 years, we have combined our strengths in innovation, evidence-based practices, and adaptive strategies to drive sustainable change worldwide, working in over 80 countries. Our commitment to collaboration extends to donors and local governments, as we work hand-in-hand with them to execute sustainable economic growth. By leveraging robust financial management and compliance systems, as well as expert-led teams, IDG partners with donors to enhance capacity building and foster synergic partnerships, resulting in effective solutions to complex problems. IDG's areas of expertise include economic governance, private sector development, international trade, public financial management, food security and agriculture, and monitoring, evaluation, and learning.

Background

As part of project activities and corporate operations, IDG requires the purchase of said services: copy editing, graphic design, Accessibility and 508 compliance, and translation services, to support products such as: reports, newsletters, success stories, proposals, quarterly reports, and ad-hoc document requests.

As a result of this RFQ, IDG anticipates issuing a blanket purchase agreement (BPA) to establish specific pricing levels and parameters for ordering these commodities/services. IDG seeks to issue specific purchase orders, on an as-needed basis, for the procurement of these items through the end of December 2024. The Supplier shall furnish the services described in any purchase order issued by IDG under this BPA. IDG is only obligated to pay for the services ordered through purchase orders issued under this BPA and delivered by the Supplier in accordance with the terms/conditions of this BPA. Offerors are responsible for ensuring that their offers are received by IDG in accordance with the instructions, terms, and conditions described in this RFQ. Failure to adhere with instructions described in this RFQ may lead to disqualification of an offer from consideration.

Offer Deadline and Protocol: Offers must be received no later than March 18, 2024 by 11:59AM ET (Washington, D.C.) in an email to procurement@internationaldevelopmentgroup.com. Quotations submitted must not exceed **10MB, virus-free** and no more than two email transmissions, and in a PDF format. Please reference the RFQ number in any response to this RFQ. Offers received after this time and date will be considered late, and will be considered only at the discretion of IDG.

Questions: Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than March 8, 2024 by 11:59AM ET (Washington, D.C.). Questions and requests for clarification—and the responses thereto—that IDG believes may be of interest to other offerors will be circulated to all RFQ recipients who have indicated an interest in bidding. Only the written answers issued by IDG will be considered official and carry weight in the RFQ process and subsequent

evaluation. Any verbal information received from employees of IDG, or any other entity should not be considered as an official response to any questions regarding this RFQ.

Specifications: Annex B contains the technical specifications of the items that may be ordered under the BPA. At this time, specific quantities to be purchased under any BPA resulting from this RFQ are unknown. Specific quantities will depend on the needs of individual projects at IDG. Individual purchase orders will be issued under the BPA agreement, as the need arises for additional commodities and services.

Quotations: The per-unit pricing in quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including delivery and all other costs. Pricing must be presented in United States Dollars (USD). Offers must remain valid for not less than forty-five (45) calendar days after the offer deadline. Prices quoted must remain fixed for a minimum of twelve (12) months. Offerors are requested to provide quotations on an official letterhead or quotation format; in the event that this is not possible, offerors may complete the table in Annex B.

Delivery: As part of its response to this RFQ, each offeror is expected to provide an estimate (in calendar days) of the delivery timeframe (after receipt of order). The delivery estimate presented in an offer in response to this RFQ must be upheld in the performance of any resulting contract.

Eligibility: By submitting an offer in response to this RFQ, 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. IDG will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.

Evaluations and Award: The awards will be made to a responsible offeror(s) whose offer follows the RFQ instructions, meets the eligibility requirements, meets, or exceeds the minimum required technical specifications, and is judged to be the best value based on a best-value trade-off approach based on application of the following evaluation criteria. The relative importance of each individual criterion is indicated by the number of points below:

- *Delivery* – 50 points: The speed and quality assurance of delivery.
- *Technical* – 30 points: Responsiveness to the technical specifications and requirements.
- *Price* – 20 points: The overall price presented in the offer.

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed “non-responsive” and thereby disqualified from consideration. IDG reserves the right to waive immaterial deficiencies at its discretion.

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

- IDG 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 RFQ, IDG may issue a partial award or split the award among various suppliers, if in the best interest of the respective project.
- IDG may cancel this RFQ at any time.
- IDG may reject any and all offers, if such action is considered to be in the best interest of IDG.

Terms and Conditions: This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate IDG to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer.

This solicitation is subject to IDG standard terms and conditions. Any resultant award will be governed by these terms and conditions. Please note the following terms and conditions that apply:

- (a) IDG's standard terms is net 30 days after receipt and acceptance of any deliverables. Payment for purchase orders issued under any BPA resulting from this RFQ will only be issued to the entity submitting the offer in response to this RFQ and identified in the corresponding BPA award; payment will not be issued to a third party.
- (b) Any award(s) resulting from this RFQ will be in the form of a Blanket Purchase Agreement (BPA). IDG anticipates issuing a BPA under which specific purchase orders can be issued—on an as-needed basis—at the pricing levels established in the BPA. When the need arises for the services described in the BPA, IDG will issue a purchase order to the BPA-holder. If there are multiple BPA-holders as a result of this RFQ, the purchase order will be issued to the BPA-holder that presents the best value for that specific order, based on price and delivery time. Any BPA issued as a result of this RFQ will have a minimum duration of twelve (12) months. The Supplier shall furnish the supplies/services described in any purchase orders issued by IDG under the BPA. IDG is only obligated to pay for supplies/services to the extent purchase orders are issued under any BPA resulting from this RFQ.

Annex B: Necessary Qualifications for All Offerors

The following qualifications should be held by the Offerors.

General Requirements of all Offerors:

- Keen eye for continuity
- Experience working with government entities, international development firms, and/or non-profit organizations.
- Ability to provide 3 client references reflecting relevant service provided
- Statement of whether offeror uses any covered telecommunications equipment or telecommunications or video surveillance equipment or services by the following companies (and associated subsidiaries or affiliates): Huawei Technologies Company; or ZTE Corporation; Hytera Communications Corporation; Hangzhou Hikvision Digital Technology Company; or Dahua Technology Company or their subsidiaries (*per FAR Subpart 52.204-25 Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.*)

Annex C: Specifications, Technical Requirements, and Required Documentation

Below is the list of commodities/services that may be ordered under the BPA mechanism. To show the pricing for these services, Offerors are requested to provide per-unit quotations containing the information requested on official letterhead or official quotation format as outlined in Annex D.

Offerors responding to this RFQ that fall within Copyediting Services, Graphic Design Services, Accessibility and 508 Compliance Services, and/or Translation Services must meet the below criteria.

COPY EDITING SERVICES

Requested Services

1. Copyediting/proofing Annual Reports, Technical Reports, Newsletters, Success Stories, Proposals, and ad hoc document requests.
2. Editing documents abiding by [Chicago Manual of Style](#) (CMS), 17th edition, and [Merriam-Webster](#), online edition.
3. Editing documents abiding by [The Associated Press Stylebook](#)
4. Editing documents abiding by [U.S. Government Publishing Office Style Manual](#)

Requested Qualifications

1. Over 5 years demonstrating copyediting skills and/or at least 10 combined years of communications and copyediting experience

Required Documentation

1. Two writing samples of documents edited against [Chicago Manual of Style](#), 17th edition (samples must each be at least 3 pages long)
2. Curriculum Vitae
3. Cost per word rate and delivery time (after receipt of order) as per included template in Annex D.

GRAPHIC DESIGN SERVICES

Requested Services

1. Designing cover pages and informational materials such as graphs and charts, newsletters, brochures, infographics, and annual and quarterly reports.

Requested Qualifications

1. Ability to design cover pages and informational materials such as graphs and charts, newsletters, brochures, infographics, and annual and quarterly reports.
2. Over 8 years' experience demonstrating capabilities.
3. Need to have Adobe Creative Cloud software (preference for InDesign and Photoshop) and Adobe Acrobat Standard.
4. Familiarity with 508 complying documents (i.e., creating visuals easy to understand, simplifying layouts, avoiding poor contrast in design).
5. Understanding of [ADS Chapter 320 \(Branding and Marking\)](#).

Required Documentation

4. Five design samples
5. Curriculum Vitae
6. Cost per hour and delivery time (after receipt of order) as per included template in Annex D.

ACCESSIBILITY AND 508 COMPLIANCE SERVICES

Requested Services

1. The Vendor will provide IDG projects with accessibility and 508 compliance remediation for multimedia files in compliance with Section 508 of the U.S. Rehabilitation Act and Web Content Accessibility Guidelines and [*Section 508 of the Rehabilitation Act of 1973*](#). Documents in multimedia files in need of remediation may: 1) differ in length, format, complexity, design, and branding; 2) include a variety of images, hyperlinks, graphics, diagrams, charts, data tables, and lists; 3) include form controls; and 4) be created in languages other than English or Spanish. Note: Multimedia files include, but are not limited to, PDF, MS Office Word, PowerPoint, Excel, .mp4, .mp3, etc.

Required Qualifications

1. Experience remediating documents created in languages other than English or Spanish
2. Ability to provide post-remediation support services, such as handling IDG's files that include revisions, updates, and additional support after the initial remediation is complete.

Required Documentation

1. Provide a schedule and pricing for remediation services.
2. Portfolio or list of previous projects related to 508 compliances, which includes details about the types of documents or websites the offeror has worked on.
3. Certifications offeror has received for work in accessibility and 508 compliances (i.e. IAAP, International Association of Accessibility Professionals)
4. Apply all changes necessary to the sample deliverable, provided by IDG as attached in Annex E, so that it conforms to the requirements of Section 508 of the U.S. Rehabilitation Act and Web Content Accessibility Guidelines

TRANSLATION SERVICES

Requested Services

1. Translating documents in one or more of the following languages: Spanish, Albanian, Arabic, Portuguese, Romanian, Armenian, Ukrainian, Macedonian, Vietnamese, Russian, Dutch, French, and Bengali.

Required Qualifications

1. Ability to translate documents to/from English and the requested language. Documents may include, but are not limited to, annual and quarterly reports, newsletters, PowerPoint Presentations, infographics, success stories, graphs, and charts.

Required Documentation

1. Cost per word rate and delivery time (after receipt of order) as per included template in Annex D.
2. Summary description of offeror's organization or qualifications, including total number of years in business.
3. Portfolio or list of previous projects related to translation services, which includes details about the types of documents the offeror has worked on.
4. Certifications or awards offeror has received for work in translation services.