

REQUEST FOR PROPOSAL

Issue Date:	December 23, 2024
Questions Submission Due Date:	January 1, 2025 at 5:00pm Eastern Standard Time
Proposal Submission Due Date:	January 10, 2025 at 5:00pm Eastern Standard Time

Subject: Technical Support for the Investment Promotion Ecosystem of Dominican Republic in their LSI Medtech 2025 Participation

To All Prospective Offerors:

International Development Group Advisory Services, LLC (International Development Group LLC or IDG) is soliciting proposals from qualified international organizations to provide technical services as described in this solicitation. This procurement will require a formal technical and cost proposal submission as outlined by the Request for Proposal (RFP). This procurement will be conducted through a full and open competition process under which any type of organization is eligible to compete. The Supply Chain Investment Activity anticipates awarding a consulting firm a firm fixed price (FFP) contract with a period of performance of four (4) months from the date of award as a result of this solicitation. Competition under this procurement will be full and open.

IDG received questions from prospective organizations on January 1, 2025. To ensure fair competition, IDG is sharing the questions and answers below:

Q1. Deliverable 1:

- a. Can IDG confirm LSI Medtech 2025 list of participants?

A: Please see the following link: <https://www.lsiusasummit.com/#attendees>. The selected firm is expected to target key people from the appropriate corporations to arrange business meetings in advance and develop the appropriate messages. All the arrangements will be coordinated with the organizers.

Q2. Deliverable 2:

- a. Design of audience-specific materials. Does this imply producing the design or limited to the conceptualization of the promotional materials and messaging? If the design is part of the deliverables, we will require client’s Brand book or guidelines
- b. These materials is limited to use at LSI Medtech 2025, or other (such as video?)

A: The firm selected will produce the design. IDG will provide USAID branding and marking requirements. The selected firm is also responsible for printing and providing physical materials and electronic files. Materials will be used in workshops with potential investors, a featured panel, sponsored reception, introductions to Key Industry Leaders, and one-to-one meetings. The materials are for the LSI Emerging Medtech 2025 Summit. However, the idea is that the materials may potentially be used in other events.

Q3. Deliverable 3:

- a. To confirm two 2-day workshops (total 4 days) divided into two occasions.
- b. How many people (and who) will attend the preparation workshops.

- c. Travel expenses will be considered when producing the proposal, however in the event of an unexpected price increase, will IDG be open for passthrough expenses, or may the proposal be subject to modification for this matter?

A: Yes, the deliverables include two 2-day workshops to total 4 days. There are expected to be no more than 8-10 people from the investment attraction ecosystem, including government of Dominican Republic officials and private sector representatives. Reasonable travel fluctuations should be factored into the proposed cost; IDG will not reimburse additional travel expenses. All payments will be tied to deliverables as defined in the C.1 Payment Schedule under a firm-fixed-price contract.

Q4. Deliverable 4: Technical Proposal

- a. Volume 1 - What does “Staffing plan (not included in the page limit)” refer to?

A: Staffing plan refers to proposed roles and responsibilities of staff to complete technical work.

Q5. Cost Proposal:

- a. Budget narrative refers to cost description?

A: Yes, budget narrative refers to the description of costs, including the rationale for proposed labor and other expenses cost calculations.

Q6. On Site MedTech 2025 On Site Advisory:

- a. Is it limited to one advisor on site support or possible to add one more consultant?
On-site Medtech 2025 On-site Advisory:

A: IDG will cover two (2) attendees for on-site advisory.

Q7. Additional Requirements:

- a. Referring to “**Authorizations, Licenses, and Permits:** The offeror must provide copies of registration documents required to operate and do business.” What sort of Authorizations, Licenses, and Permits should be required (other than filling out Annex A Section 889 Certification) for the completion of this service & advisory.

A: Applying firms are required to provide proof of registration to operate in their respective country, including relevant articles of incorporation and registration certificates. Additionally, the firm is required to provide proof of registration for or proof of a Unique Entity Identifier (UEI) ID on SAM.gov.

Sincerely,
Dominican Republic Supply Chain Investment Procurement Team