



Request for Proposal

RFP Title: Quantitative Methodologist for Advisory Consultations (Master Service Agreement)

RFP No: LEAP-2024-3

Date of Issuance: August 21, 2024

Closing Date: September 25, 2024

Estimated Award Date: October 1, 2024 – September 30, 2025

Contract Type: Master Service Agreement

I) Summary

Pact is seeking one or more quantitative methodologists with expertise in designing and performing analysis for experimental and quasi-experimental research, to provide advice on research design and econometric analysis and perform discrete tasks. This is a one-year Master Service Agreement, October 1, 2024 – September 30, 2025, with task orders issued that will be agreed upon in advance by Pact and consultant(s). Tasks may range from a 30-minute consultation, to multi-day tasks with detailed workplans. Pact welcomes proposals from individual consultants and firms. Questions may be sent to Dr. Alysson A. Oakley (aoakley@pactworld.org) until September 13, 2024. Proposals are due September 25, 2024, via email to Dr. Oakley.

II) Background

Pact is an international nonprofit that works in nearly 40 countries building solutions for human development that are evidence-based, data-driven and owned by the communities we serve. Our vision is thriving, resilient and engaged communities leading their own development. Pact's Learning, Evidence, and Impact (LEAP) team advances Pact's monitoring, evaluation, research and learning practice globally across the organization. The LEAP team provides support directly to projects and to Pact's other technical teams. The LEAP team is seeking one or more consultants to help with advanced quantitative designs and data analysis to ensure selection and execution of appropriate methods and alignment with industry best practices.

III) Scope of Work

A. Place of Performance

All services required under this solicitation will be performed remotely.

B. Period of Performance

All goods and services required under this solicitation will be delivered from October 1, 2024 – September 30, 2025

C. Scope of Work

The consultant will provide technical expertise through services ranging from advisory “help-desk” type support to larger tasks such as designing a research protocol or conducting robust quantitative data analysis. The number, scale, and timing of tasks is unknown at this time. Each task will be detailed in a scope of work (SOW) which will include: description of task, expected level of effort necessary to complete the task, and deadline. Tasks would include, but not be limited to:

- Provide technical recommendations in consultative meetings.
- Review and provide technical recommendations on draft study plans such as a research protocol or data analysis plan, and on analytic products such as R or STATA outputs and preliminary reports to ensure feasibility and alignment with industry best practices.
- Recommend appropriate methodology to respond to research question; and support in design of the study protocol.
- Conduct robust analysis of quantitative or qualitative data provided by Pact.

These tasks require Principal Investigator-level experience with the following:

- Probability and non-probability sampling strategies
- Design of quasi-experimental approaches and appropriate data analysis techniques including but not limited to: multiple-regression analysis, regression discontinuity design, propensity score matching, difference-in-difference, interrupted time series.
- Internal and external validity & reliability testing (including index design and validation)
- Hypothesis testing
- Mixed-methods study design and appropriate data analysis techniques.
- Feasibility assessment of research plan or existing data.

IV) Submission Instructions

Proposals will be evaluated based on the evaluation criteria set forth in Section V. Offerors shall provide all documentation in English. The technical proposal should be in font size 12, Times New Roman, single spacing.

Submission Contents. Applications shall be ***no more than 3 pages***, excluding the cover sheet, CV, and cost proposal. Applications must include the following information:

1. **Proposal Cover Sheet.** The first page of the proposal must use the Proposal Cover sheet as per Attachment 1. This section does not count against the page limit above.
2. **Capability Statement and Past Performance:** Please provide a ***maximum two (2) page*** description of Offeror’s capabilities that qualify the offeror to be chosen to conduct the scope of work, and the offeror’s previous experience within the technical area for activities of the same or similar scope and size. Offerors must include details demonstrating their experience and technical ability for this scope of work. Registration documentation may be requested from the successful bidder.
3. **CV of Principal Investigator.** Please submit the CV of all individuals who may support task orders. This section does not count against the page limit noted above.
4. **References.** Offeror shall list at least three major contracts it has held or projects it has completed over the past five (5) years for the same or similar work. This section should be ***maximum one (1) page***. Please provide the following information for each contract:
 - a. Customer's name, address, and telephone numbers of customer's lead contact and technical personnel;
 - b. Contract/project number and type (as relevant);
 - c. Date of the contract/project, place(s) of performance, and delivery dates or period of performance;
 - d. Contract/project size and dollar value (as relevant);
 - e. Brief description of the work, including responsibilities;
 - f. Comparability to the work required under this solicitation;
 - g. Brief discussion of any technical problems and their resolutions;
 - h. Brief discussion of any terminations (partial or complete) and the type (convenience or default) as well as any show cause notices or cure notices (provide explanatory details).
5. **Cost Proposal.** Offeror should propose labor rates for all individuals who will support methodological tasks, using the table below.

Description	Rate (in USD)
30 min consultation rate	
45 min consultation rate	
Hourly consultation rate	
1-day consultation rate	

Costs should be represented in US dollars. No profit, fees, taxes, or additional costs can be added after award. The cost proposal must be valid for at least 90 days. The cost proposal should include detailed notes that thoroughly explain the estimating methodology used to calculate the budget and any assumptions that may be made by the offeror over and above the ones stated in this RFP that had a material effect on the resulting proposed cost.

Offerors must clearly explain the basis of costs, meaning why and how Offerors are costing out certain figures for item or service, to establish reasonableness of costs. The notes should include a clear and thorough explanation for each budgeted line item, reflecting the rationale for the quantity required. If a proposed benefit (e.g., local fringe) is an all-inclusive rate, notes must specify what benefits are included in the proposed rates. Offeror should include additional supporting budget documentation as necessary, such as historical cost information, to substantiate all proposed costs. Pact may require additional, more detailed budget information prior to issuing a contract.

Certifications: Offerors responding to this RFP must include the following disclosures and certifications as part of the proposal submission in an annex to the cost proposal.

1. Disclose any close, familial, or financial relationships with Pact or project staff. For example, if an offeror's cousin is employed by the project, the offeror must state this.
2. 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.
3. 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.
4. Certify that all information in the proposal and all supporting documentation are authentic and accurate.

Submission of Proposals: The deadline for submission of proposals is September 25, 2024. Submissions must be forwarded in electronic format only (either PDF or Microsoft Word and Excel) to Alysson Oakley (aoakley@pactworld.org). Questions received by September 13, 2024, will be compiled, and all answers shared on Pact's procurement page, which will be shared with each questioner. Offeror's proposals should not contain any unnecessary promotional material or elaborate presentation formats (black and white is preferred). Offerors must not submit zipped files. Those pages requiring original manual signatures should be scanned and sent in PDF format as an email attachment. Please reference the RFP Number and RFP Name in the e-mail subject line. Offerors are responsible for ensuring that their offers are received in accordance with the instructions stated herein. Late offers may be considered at the discretion of Pact. Pact cannot guarantee that late offers will be considered.

V) Evaluation Criteria

The award will be decided on Best Overall Value as determined by a Selection Committee on the basis of the criteria set forth below, as demonstrated in the Offeror's proposal. Only proposals conforming to the solicitation requirements will be considered. Each proposal will be evaluated and scored against the evaluation criteria and expectations below, which are stated in the table below.

Evaluation Criteria	Expectations	Score
Capabilities	Offers demonstrates the range of skills needed to support tasks	30
Past Performance	Offeror has the demonstrated ability to perform the task.	40
Budget	Cost competitiveness of detailed budget	30
	TOTAL AVAILABLE POINTS	100

V) Review Process

Pact will establish a selection committee that includes representatives from various company departments and external professionals if necessary. All technical reviewers will be subjected to a screening process to eliminate any conflict of interest. Evaluation will be based on the criteria set forth in Section IV. Evaluation Criteria.

VI) Terms and Conditions

Disclaimers

- Pact reserves the right to modify by written notice the terms of this solicitation at any time in its sole discretion. Pact may cancel the solicitation at any time
- Pact may reject any or all proposals received.
- Issuance of solicitation does not constitute award commitment by Pact.
- Pact reserves the right to disqualify any application based on applicant’s failure to follow solicitation instructions.
- Pact will not compensate applicants for their response to the solicitation.
- Pact reserves the right to issue an award based on initial evaluation of applications without further discussion.
- Pact may choose to award only part of the scope of work in the solicitation or to issue multiple awards the scope of work.
- Pact reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition.
- Pact may contact offerors to confirm contact person, address, and that the proposal was submitted for this solicitation.
- Pact may contact listed past performance references without notice to the offeror. Pact also reserves the right to contact other past performance information sources that the offeror did not list in the proposal.
- By submitting a proposal, the offeror confirms they understand the terms and conditions.
- Information pertaining to and obtained from the Offeror as a result of participation in this solicitation is confidential. The offeror consents to the disclosure of the documents submitted by the offeror to the reviewers involved in the selection process. Please note that all reviewers are bound by non-disclosure agreements.

Attachment 1: Proposal Cover Sheet

Instructions: Please fill in the information requested **highlighted in yellow** below. This page should be the first page in your Technical Proposal Submission and in your Cost Proposal Submission.

Project RFP No.:		RFP Number
RFP Title:		The title of the activity of the RFP
Submission Date:		Month/Day/Year -Time AM/PM – Time Zone
Internal Proposal Number		(for vendor use if applicable)
Anticipated Performance Start Date		Month/Day/Year
Offeror Contact information	Name	Insert here
	Title	Insert here
	Email	Insert here
	Phone	Insert here
	Address	Insert here
	UEI #	Insert here
	Type of Entity	Insert here
Persons authorized to negotiate for Offeror		Insert Name, title, and contact information
Total Cost Proposed		Insert total cost here
Total Pages submitted (include all annexes)		Insert total pages here
Offeror Agreement		
By signing this document, Offeror hereby certifies to the accuracy and completeness of all pricing information, technical data, delivery dates, representations and certifications included in their offer as well the acceptance of all of the terms and conditions set forth in the RFP/Solicitation. The Offeror confirms that all prices and delivery dates shall be valid for a period of ninety (90) days following the anticipated performance start date stated above, unless otherwise clearly specified by Offeror.		
Signature:		
Name and Title:		
Date:		