



**United States Energy Association  
Request for Proposal: English – Russian Interpretation and Translation Services  
in Support of a Cybersecurity Project for Kazakhstan**

**Issue date of RFP:** June 10, 2024

**Closing date/time for questions:** June 24, 2024, at 5:00PM (EST)

**Closing date of RFP:** July 8, 2024, at 5:00PM (EST)

**Implementing Agency:** United States Energy Association

**Funding Agency:** United States Agency for International Development

**Program:** Advancing Modern Power through Utility Partnerships (AmpUp)

**Subject:** Request for Proposal (RFP) No. USEA/AmpUp-2024-808-18-02 – United States Energy Association

**Re:** English – Russian Interpretation and Translation Services in Support of a Cybersecurity Project for Kazakhstan

**Components of this RFP as follows:**

- **Scope of Work (SOW) described under Article IV**
- **Instructions for the preparation of the proposal described under Article V**
- **Evaluation criteria described under Article VI**
- **Budget Template**

Dear Offeror,

The United States Energy Association (USEA) is inviting prospective organizations or individuals through this Request for Proposal (RFP) to submit proposals for English – Russian interpretation and translation services in support of a cybersecurity project for an energy stakeholder in Kazakhstan.

USEA intends to issue a subaward and/or consultancy agreement with period of performance for eight months.

Offerors are requested to submit their most responsive technical proposal addressing the Scope of Work (SOW) outlined under Article IV of this RFP and a competitive offer proposing a reasonable price to accomplish the objectives of the work.

- Questions concerning this request shall be submitted via email to the attention of Ms. Marina N. Barnett, Program Manager, at [mbarnett@usea.org](mailto:mbarnett@usea.org) by **5:00 PM EST on June 24, 2024**. *In compliance with standard procedure, all inquiries and comments will be shared with the rest of the Offerors along with the Project's response. Questions received after the closing date for questions will not be answered.*

- Proposals are due by **5:00 PM EST of the closing date**. Please submit all proposals with a read receipt to Ms. Marina N. Barnett, Program Manager, at [mbarnett@usea.org](mailto:mbarnett@usea.org). Proposals must be in digital format (PDF). *Please note that USEA will not accept responsibility for delays with transmission or receipt of proposals. Proposals received after that date and/or time specified will not be considered.*
- **LANGUAGE REQUIREMENTS** – The proposal shall be produced in English. Deliverables shall be produced either in English or in Russian depending on a task.
- **AUTHORIZED GEOGRAPHIC CODE** – The authorized geographic code for procurement of services under this contract is 937.
- **ELIGIBILITY** – This RFP is open to qualified organizations domestically (in the U.S.) and internationally (abroad).
- USEA will evaluate responsive and technically acceptable proposals in accordance with the evaluation criteria stated under Article VI, “Evaluation Criteria.” USEA will not evaluate nonresponsive or technically unacceptable proposals. Please note that USEA will find proposals technically unacceptable if they fail to comply or fully respond with the material terms of this RFP.
- Issuance of this RFP does not constitute a subaward commitment on the part of USEA, nor does it commit USEA to pay for costs incurred in the preparation and submission of an application. Further USEA reserves the right to reject any or all applications received.

As this is a USAID-funded program, the RFP follows USAID Procurement Regulations and Laws. All applicants’ details will be kept confidential.

## I. INTRODUCTION

The United States Energy Association is a nonprofit, apolitical, non lobbying organization founded in 1924. USEA’s mission has two pillars of equal importance. USEA serves as a resource, by convening energy stakeholders to share policy, scientific, and technological information to foster the advancement of the entire energy sector. Internationally, USEA promotes energy development by expanding access to safe, affordable, and environmentally acceptable energy in partnership with the U.S. Government.

Through a Cooperative Agreement with the USAID Bureau for Resiliency, Environment, and Food Security (REFS), USEA implements the Advancing Modern Power through Utility Partnerships (AmpUp) Program, available to all USAID-assisted countries and USAID Missions. The AmpUp program is centered around peer-to-peer relationships and strong practitioner and stakeholder networks to support net-zero goals. The AmpUp program uses the vast experiences and knowledge of a diverse team as well as energy sector experts from around the world - offering an unparalleled network of utility and energy sector expertise to support the global energy transition.

## II. PROJECT BACKGROUND

USEA plans to implement a capacity building project on issues of cybersecurity for the Joint Stock Company Kazakhstan Electricity and Power Market Operator (KOREM). The project will include virtual and in-person meetings and trainings and will require English-Russian interpretation, as well as English-Russian translation of documents, presentations, training materials, and reports.

## III. IMPLEMENTATION AND APPROACH

The purpose of this RFP is to solicit proposals from interested organizations or individuals (private/government/non-governmental/institutes/not-for-profit/civil societies) deemed most suitable to undertake a technical assistance support project under USAID REFS funding.

## **USEA Involvement and Responsibilities**

USEA will be involved in all the activities under a subaward agreement between USEA and the Consultant in the following ways:

- Review and approval of project activities
- Review and approval of deliverables
- Approval of invoices for payment

## **Non-Disclosure Agreement**

The Consultant might be requested to sign a Non-Disclosure Agreement (NDA) with KOREM.

## **Special Considerations**

USEA will not pay for the Consultant personnel's travel to Astana, Kazakhstan for the in-person activities. All travel costs (if any) shall be borne by the Consultant.

The Consultant must be able to accept payments in USD via a bank transfer or an ACH transaction.

## **Subaward Agreement Management and Oversight**

An agreement between USEA and the potential selected applicant shall be subject to all USEA/USAID Special Terms and Conditions, including all Mandatory Standard Provisions (RAAs and ADS) Flow-Down clauses, where applicable, and the provisions included in 2CFR200 and 2CFR700. All bidders are strongly encouraged to review these provisions prior to submitting a proposal.

- Standard Provisions for U.S. Nongovernmental Organizations:  
<https://www.usaid.gov/sites/default/files/documents/1868/303maa.pdf>
- Standard Provisions for Non-U.S. Nongovernmental Organizations:  
<https://www.usaid.gov/sites/default/files/documents/303mab.pdf>

Subaward agreement management, oversight of contractual obligations, and payment will be carried out by USEA. USEA will be responsible for any communication with USAID regarding the subaward. Subawardees and contractors have no relationship with USAID under the terms of this subaward. All required USAID approvals must be directed and processed through USEA.

## **IV. SCOPE OF WORK**

### **Purpose**

The purpose of this program is to support a capacity building project on issues of cybersecurity for the Joint Stock Company Kazakhstan Electricity and Power Market Operator (KOREM) by enabling communication between KOREM personnel and a consultant hired to implement the cybersecurity project.

### **Objectives**

The objectives of this program are as follows:

1. To provide language support for the Cybersecurity Capability Maturity Model (C2M2) Assessment conducted by KOREM with the assistance of a cybersecurity consultant.
2. To provide language support for a digital asset inventory, digital architecture, and data architecture developed by KOREM with the assistance of a cybersecurity consultant.
3. To provide language support for a risk and vulnerability assessment of KOREM's virtual operations conducted by a cybersecurity consultant.
4. To provide language support for an Incident Response Plan (IRP) developed by KOREM with the assistance of a cybersecurity consultant.

## Tasks

The tasks to be performed by the Consultant under this Scope of Work shall include the following:

Task 1: To provide language support for the Cybersecurity Capability Maturity Model (C2M2) Assessment conducted by KOREM with the assistance of a cybersecurity consultant. This task shall include the following subtasks:

Subtask 1.1. Provide English – Russian simultaneous interpretation during 2 to 3 virtual meetings between KOREM and the cybersecurity consultant.

Subtask 1.2. Provide English – Russian translation of agendas, presentations and all other written materials related to the C2M2 assessment.

Subtask 1.3. Provide English – Russian simultaneous interpretation during a three-day in-person C2M2 workshop, conducted by the cybersecurity consultant in Astana, Kazakhstan.

Subtask 1.4. Provide English – Russian consecutive interpretation during a one-day in-person data collection visit, conducted by the cybersecurity consultant in Astana, Kazakhstan. The data collection visit will immediately follow the C2M2 assessment workshop.

Subtask 1.4. Provide English – Russian translation of the C2M2 Target Profile Reports, an Interpretive Report and an Improvement Roadmap drafted by the cybersecurity consultant.

Subtask 1.5. Provide English – Russian simultaneous interpretation during a virtual presentation of the Improvement Roadmap delivered by the cybersecurity consultant to KOREM stakeholders and management.

Task 2. To provide language support for a digital asset inventory, digital architecture, and data architecture. This task shall include the following subtasks:

Subtask 2.1 Provide English – Russian simultaneous interpretation during 1 to 2 virtual meetings between KOREM and the cybersecurity consultant.

Subtask 2.2. Provide English – Russian consecutive interpretation during a three-day in-person digital assets visit, conducted by the cybersecurity consultant in Astana, Kazakhstan.

Subtask 2.3. Provide English – Russian translation of agendas, presentations, reports, roadmaps, and all other written materials related to the digital asset inventory, digital architecture, and data architecture, developed by the cybersecurity consultant.

Task 3. To provide language support for a risk and vulnerability assessment of KOREM's virtual operations conducted by a cybersecurity consultant. This task shall include the following subtasks:

Subtask 3.1. Provide English – Russian simultaneous interpretation during 1 to 2 virtual meetings between KOREM and the cybersecurity consultant.

Subtask 3.2. Provide English – Russian translation of agendas, presentations and all other written materials related to the risk and vulnerability assessment, developed by the cybersecurity consultant.

Subtask 3.3. Provide English – Russian consecutive interpretation during a three-day in-person risk and vulnerability assessment visit, conducted by the cybersecurity consultant in Astana, Kazakhstan.

Subtask 3.4. Provide English – Russian simultaneous interpretation during a 1-day in-person training on cybersecurity risk and vulnerability assessments conducted by the cybersecurity consultant in Astana, Kazakhstan. The training will immediately follow the three-day in-person risk and vulnerability assessment visit.

Subtask 3.5. Provide English – Russian translation of training agendas, presentations, surveys, reports and all other training materials, developed by the cybersecurity consultant.

Task 4. To provide language support for an Incident Response Plan (IRP) developed by KOREM with the assistance of a cybersecurity consultant. This task shall include the following subtasks:

Subtask 4.1. Provide English – Russian simultaneous interpretation during 1 to 2 virtual meetings between KOREM and the cybersecurity consultant.

Subtask 4.2. Provide English – Russian translation of agendas, presentations, plans, procedures, roadmaps and all other written materials related to the IRP, developed by the cybersecurity consultant.

Subtask 4.3. Provide English – Russian consecutive interpretation during a four-day in-person IRP visit, conducted by the cybersecurity consultant in Astana, Kazakhstan.

Subtask 4.4. Provide English – Russian simultaneous interpretation during 2 virtual half-day trainings conducted by the cybersecurity consultant for KOREM personnel.

Subtask 4.5. Provide English – Russian translation of training agendas, presentations, surveys, reports, and all other training materials, developed by the cybersecurity consultant.

The following table is a summary of the tasks described above provided for information clarity purposes.

Task	Activities	Language Support Services Requested
1. Cybersecurity Capability Maturity Model (C2M2) Assessment	2 to 3 virtual prep meetings 3 day in-person workshop in Astana 1 day in-person meetings in Astana	Simultaneous interpretation Simultaneous interpretation Consecutive interpretation Translation of documents
2. Digital asset inventory, digital architecture, and data architecture	1 to 2 virtual prep meetings 3 day in-person meetings in Astana	Simultaneous interpretation Consecutive interpretation Translation of documents
3. Risk and vulnerability assessment	1 to 2 virtual prep meetings 3 day in-person meetings in Astana 1 day in-person training in Astana	Simultaneous interpretation Consecutive interpretation Simultaneous interpretation Translation of documents
4. Incident Response Plan (IRP)	1 to 2 virtual prep meetings 4 day in-person meetings in Astana 2 half-day virtual trainings	Simultaneous interpretation Consecutive interpretation Simultaneous interpretation Translation of documents

## Deliverables

The deliverables submitted by the Consultant under this Scope of Work shall include the following:

Task 1: Set of Deliverables 1. English – Russian translation of agendas, presentations and all other written materials related to the C2M2 assessment.

Set of Deliverables 2. English – Russian translation of the C2M2 Target Profile Reports, an Interpretive Report and an Improvement Roadmap drafted by the cybersecurity consultant.

Task 2. Set of Deliverables 3. English – Russian translation of agendas, presentations, reports, roadmaps, and all other written materials related to the digital asset inventory, digital architecture, and data architecture, developed by the cybersecurity consultant.

Task 3. Set of Deliverables 4. English – Russian translation of agendas, presentations and all other written materials related to the risk and vulnerability assessment, developed by the cybersecurity consultant.

Set of Deliverables 5. English – Russian translation of training agendas, presentations, surveys, reports and all other training materials, developed by the cybersecurity consultant.

Task 4. Set of Deliverables 6. English – Russian translation of agendas, presentations, plans, procedures, roadmaps, and all other written materials related to the IRP, developed by the cybersecurity consultant.

Set of Deliverables 7. English – Russian translation of training agendas, presentations, surveys, reports and all other training materials, developed by the cybersecurity consultant.

All deliverables shall be submitted in a digital format to the USEA Program Manager overseeing this activity.

**Reporting:**

The Subawardee and/or consultant will report to USEA.

**Schedule:**

The project is expected to begin in September 2024 and be completed by March 2025. These tentative assignment dates are provided solely for information purposes and the benefit of bidders. Modification of these assignment dates will not constitute a change in scope.

**V. PROPOSAL CONTENT**

The proposal must follow the structure outlined below, contain the following components, and be within page limitations. Failure to follow the outline and page limits prescribed or the exclusion of any of the required items will impact the proposal’s scoring. Maximum proposal limit 50 pages (inclusive of cover page and annexes).

<b>Cover Letter</b>			
<b>Subject heading</b>	<b>Description</b>	<b>Notes</b>	<b>Maximum Page Limit</b>
Cover Letter	Must include the bidder’s current Unique Entity ID (UEI) assigned to an entity by SAM.gov.  Give the status of System of Award Management (SAM) registration.	UEI and SAM registrations are only required for proposals over \$25,000 USD.  Proposals in value of \$25,000 or greater without a UEI number will not be considered and need not apply.	1 page

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The proposal must follow the structure outlined below, contain the following components, and be within page limitations. Failure to follow the outline and page limits prescribed or the exclusion of any of the required items will impact the proposal’s scoring. Maximum proposal limit 50 pages (inclusive of cover page and annexes).

<b>Technical Proposal</b>			
<b>Subject heading</b>	<b>Description</b>	<b>Notes</b>	<b>Maximum Page Limit</b>
Team members, key assignments and bio sketches	For each member of the team: 1st: Summary of work to be performed by/assignment of each individual proposed.  2nd: (Immediately following the assignment) Short bio sketch that highlights the individual’s direct experience with the subject matter and similar projects.	Bidder can propose a consortium of multiple organizations and/or individuals; however, one organization must be identified as the lead organization who will enter into a contract with USEA and be in compliance with the SAM and UIE requirements noted in this RFP.	1 page per person total  ½ page for assignment per person, followed by ½ page for bio sketch
Organization experience	Summary of the company’s or companies’ background and experience with similar projects.		3 pages
<b>Financial proposal</b>			
<b>Subject heading</b>	<b>Description</b>	<b>Notes</b>	<b>Maximum Page Limit</b>
Summary of costs fees	Proposed budget including a base costs proposal and a full cost estimate calculation table.	Must be in USD Must be inclusive of taxes (if applicable) Bidders are required to use the enclosed budget template	1 page
<b>Annexes</b>			
	<b>Description</b>	<b>Notes</b>	<b>Maximum Page Limit</b>
Annex 1	Proof of System of Award Management (SAM) registration	SAM registration is only required for proposals over \$25,000 USD. Please note that <a href="#">SAM registration</a> is a 10-step process and can take several weeks to complete. Please refer to this <a href="#">guide</a> for more information. If a bidder has not completed the SAM registration process by the proposal submission due date, USEA will accept a proposal if it includes a PDF copy of an email from “ <a href="mailto:notification@sam.gov">notification@sam.gov</a> ” to the bidder stating that the bidder “successfully submitted the entity registration for NAME OF COMPANY in the U.S. Government’s System for Award Management (SAM)”. Proposals in value of \$25,000 or greater without proof of SAM registration or an email from <a href="mailto:notification@sam.gov">notification@sam.gov</a> stating acceptance of SAM application, will not be considered and need not be submitted.	1 page
Annex 2	Curricula Vitae	Summary of relevant experience of each proposed team member for (not beyond) the past 10 years. Relevant experience should be listed chronologically (starting with the most recent).	2 pages per person

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The proposal must follow the structure outlined below, contain the following components, and be within page limitations. Failure to follow the outline and page limits prescribed or the exclusion of any of the required items will impact the proposal’s scoring. Maximum proposal limit 50 pages (inclusive of cover page and annexes).

Annexes			
	Description	Notes	Maximum Page Limit
Annex 3	USAID Contractor Employee Biographical Data Sheet	Completed USAID Contractor Employee Biographical Data Sheet forms ( <a href="https://www.usaid.gov/forms/aid-1420-17">https://www.usaid.gov/forms/aid-1420-17</a> ) for each employee proposed for this project. Bidders must fill the form completely and should follow the instructions provided in the form. Salary information must be included, but the information will be kept confidential. Bidders must submit the form for all team members mentioned in the proposal as per the template provided. Bidders are not allowed to not make any modification in the template. USEA reserves the right to reject a proposal that does not meet the aforementioned requirements.	1 page per person

## VI. EVALUATION CRITERIA

**For proposals over \$25,000 USD:** All bidders are required to provide a UIE number and maintain a SAM registration. Proposals without a UIE number or proof of SAM registration will not be considered.

In evaluating the proposals, USEA will seek the **best value for money** rather than the lowest priced proposal. Selection of an offer for a subaward will be based on an evaluation of proposals against qualifications, subject matter expertise and budget justification. USEA will use a two-stage selection procedure:

- the first stage will evaluate the Technical Proposal: Proposals shall first be evaluated from a technical standpoint (qualifications) without regard to proposed budget justification.
- the second stage will evaluate the Cost Proposal for proposals that pass the Technical Proposal evaluation.

Specifically, the selection committee will evaluate each proposal upon the following criteria and using the following weighting:

Evaluation Criteria:	20%	General qualification (education, relevant certifications, years of professional experience)
	20%:	Experience with similar projects
	30%:	Familiarity with cybersecurity issues (knowledge of terminology, evaluated based on education, professional certifications and previous assignments)
	5%	Experience implementing projects in Kazakhstan and/or Central Asia
	5%	Experience in the energy sector
	20%:	Cost

If at any time prior to the award USEA deems there to be a need for a significant modification to the terms and conditions of this RFP, USEA will issue such a modification as a written RFP amendment to all competing bidders. No oral statement of any person shall in any manner be deemed to modify or otherwise affect any RFP term or condition, and no bidder/applicant shall rely on any such statement. Such amendments are the exclusive method for this purpose.

USEA is not bound to accept the lowest or any proposal and reserves the right to accept any proposal in whole or in part and to reject any or all proposals.



USEA shall not be legally bound by any award notice issued for this RFP until an agreement is duly signed and executed with the winning bidder/applicant.

Any resulting agreement will be subject to the terms and conditions contained in the Subaward and/or Consulting Agreement.

## **VII. QUESTIONS AND CLARIFICATIONS**

All questions and clarification requests related to this RFP should be submitted via email to Ms. Marina N. Barnett, Program Manager, at [mbarnett@usea.org](mailto:mbarnett@usea.org), no later than June 24, 2024. All questions and answers will be posted on USEA's website.

**END OF RFP**