



United States Energy Association
Request for proposal: A digital platform to analyze the compliance of equipment with national and regional regulations.

Date RFP issued: August 23, 2023

Closing date/time for questions: August 30, 2023

RFP Closing Date: September 11, 2023

Executing Agency: U.S. Energy Association

Funding Agency: United States Agency for International Development

Program: Energy Utility Partnership Program (EUPP)

Subject Request for Proposal (RFP) USEA/EUPP-2023-762-90-01

Location: Remote

Re: Energy Utility Partnership Program, Honduras

The components of this RFP are as follows:

- Scope of Work (SOW) described in Article IV.
- Instructions for the preparation of the proposal described in Article VI.
- Evaluation Criteria described in Article VI
- Budget Template

Dear Offeror,

The U.S. Energy Association invites through this Request for Proposal (RFP) interested organizations or individuals to submit proposals for the implementation of a project in the Energy Utility Partnership Program, Honduras.

The USEA intends to sublease a subagreement and/or a consulting agreement with a 6-month performance period.

Offerors are requested to submit their technical proposals that best meet the Statement of Work described in Article IV of this RFP and a competitive bid that proposes a reasonable price to meet the objectives of the work.

- Questions regarding this solicitation should be emailed to the attention of Peter Lorenz, Program Coordinator, Plorenz@usea.org by **5:00 p.m. Eastern Time on August 30, 2023**. *In accordance with standard procedure, all questions and comments will be shared with all other Offerors along with the Project's response. Questions received after the closing date for questions will not be answered.*

- Deadline for submission of proposals is **5:00 pm EST on the closing date**. Send all proposals with acknowledgement of receipt to Peter Lorenz, Program Coordinator, Plorenz@usea.org . Proposals should be submitted in digital format (PDF). *Please note that the USEA will not accept responsibility for delays in the transmission or receipt of proposals. Proposals received after the date and/or time indicated will not be considered.*
- **LANGUAGE REQUIREMENTS** - The proposal must be submitted in English or Spanish, while deliverables must be produced in Spanish.
- **AUTHORIZED GEOGRAPHIC CODE** - The USAID authorized geographic code for the procurement of services under this contract is 937. To see the list of countries authorized, please see the Standard provisions, in section III, below.
- **ELIGIBILITY** - This RFP is open to qualified organizations and individuals domestically (in the U.S.) and internationally (overseas).
- The USEA will evaluate proposals that are responsive and technically acceptable in accordance with the evaluation criteria set forth in Article VI, "Evaluation Criteria". USEA will not evaluate proposals that are nonresponsive or technically unacceptable. Please note that USEA will consider proposals technically unacceptable if they are not fully compliant or responsive to the material terms of this RFP.
- The issuance of this RFP does not constitute a grant commitment by USEA, nor does it commit USEA to pay 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 is governed by USAID procurement rules and regulations. All applicant data will be kept confidential.

I. INTRODUCTION

The United States Energy Association is a non-profit, non-political, non-lobbying organization founded in 1924. USEA's mission has two equally important pillars. USEA serves as a resource, convening energy stakeholders to share scientific, technological and policy information to advance 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 U.S. Agency for International Development's (USAID) Bureau for Development, Democracy, and Innovation (DDI), USEA implements an Energy Utility Partnership Program (EUPP) available to all USAID-assisted countries and USAID missions. The EUPP supports USAID partner countries in their efforts to increase environmentally sustainable energy production and improve the operational efficiency and financial viability of their utilities and related institutions. EUPP's goal is to increase USAID-assisted countries' access to environmentally friendly energy services.

II. UTILITY/COUNTRY OF ORIGIN

On August 7, 2017, Honduran Executive Decree PCM-048-2017, created the Secretariat of State for Energy Dispatch (SEN), establishing 18 responsibilities, including the formulation of policies related to the reasonable and efficient use of energy resources. With the objective of improving energy efficiency in Honduras, the SEN through the Central American Integration System (SICA), has developed a technical regulation to regulate the technical and efficiency requirements of imported equipment to comply with national and regional pacts on this matter. This technical regulation, which came into force in December 2022, establishes mandatory national standards for imported equipment. To ensure compliance with these standards, a conformity assessment procedure was implemented. In order to streamline the process of verification and compliance of equipment, SEN intends to develop a public platform that allows technology distribution companies to verify their equipment through such assessment by the Ministry of Energy and Customs.

III. APPLICATION AND APPROACH

The purpose of this RFP is to solicit proposals from interested organizations or individuals (private/government/non-government/institute/non-profit/civil society) deemed best suited to carry out the project. The applicant may propose a partnership/consortium/collaboration of multi organizations, although one organization must be identified as the lead organization.

Subaward Agreement Management and Oversight

The agreement between USEA and the successful prospective applicant will be subject to all USAID/USEA Special Terms and Conditions, including all mandatory standard provisions (including RAA and ADS), downstream clauses, if any, and the provisions contained in 2 CFR 200 and 2 CFR 700. All Offerors are strongly encouraged to review these provisions prior to submitting a proposal.

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

Management of the subagreement, oversight of contractual obligations, and payment will be the responsibility of USEA. USEA will be responsible for any communications with USAID in connection with the grant. Subgrantees and contractors have no relationship with USAID under the terms of this subgrant. All approvals required by USAID must be routed and processed through USEA.

USEA participation and responsibilities

USEA will participate in all activities conducted under a grant agreement between USEA and the sub-grantee and/or consultant in the following ways:

- Review and approval of proposed activities
- Review and approval of results
- Approval of invoices for payment

Confidentiality agreement

Depending on data requirements, the subrecipient and/or consultant may be required to sign a Non-Disclosure Agreement (NDA) with ETN.

IV. SCOPE OF WORK

Target

The objective of this program is to support SEN's ability to regulate and monitor a database of equipment through a digital platform that will improve reliability and compliance with national and regional standards.

Objectives

The objective of this program is twofold:

- Create a "**Digital Platform**" that incorporates equipment registration, tracking and compliance processes and allows SEN institutional activities to verify equipment through the creation of a database, while providing additional data to help the Secretariat of Energy improve the system design after implementation.
- To provide SEN's operational and technical personnel with an efficient, reliable and effective technological tool for the development of their work and to enhance the capacity of SEN's personnel to analyze the compliance of equipment with national and regional regulations through the digital platform.

Tasks

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

- Task 1: Research and analyze the norms, standards, documents RTCA 23.01.78:2020 (Regulation Number SEN) that will guide the digital platform creation processes.
- Task 2: Provide a work plan of the design solution to be followed to meet the Digital Platform requirements. This work plan should cover the technical and consulting tasks/activities to carry out the creation, implementation and use of a digital platform.
- Task 3: Design a computer system containing all the necessary modules to meet the requirements of the NSS, with information inputs provided by the NSS.
- Task 3: Provide recommendations for technical specifications for any additional hardware and software (computers, servers, software, etc.) beyond what SEN already has that is required to host, run and manage the designed platform, and provide 3 companies where these can be purchased.
- Task 4: Conduct meetings and work sessions with SEN technicians and other stakeholders to identify and organize the information to be entered into the database that will feed the system.
- Task 5: Create a digital environment in which to test, input data, and write final drafts of the digital platform.
- Task 6: Conduct usability and quality testing of the system, including data entry testing on all measures that have been requested and storage of the information on the platform.
- Task 7: Create different user levels/profiles within the platform for the use and management of the system (SEN Administrator User, Stakeholder User) according to the requirements established by SEN.

- Task 8: Create a design and user manual for each of the digital platform system environments and modules.
- Task 9: Collaborate with SEN Technicians during System design and implementation when necessary.
- Task 11: Create a system that allows SEN or other technical staff to modify, change, or adapt the system as needed.
- Task 12: Respond to and resolve SEN user requests, such as system improvement and optimization during the tool review process.
- Task 13: Document the analysis and design of the developed software components.
- Task 14: Provide training to users overseeing the platform modules during the development process.
- Task 15: Provide technical support for program development modifications managed by the IT Unit during and at the end of the implementation process.
- Task 16: Other consulting related tasks proposed by the offeror.

The workshop, training, materials and platforms, and presentations of project results will be conducted in Spanish.

Deliverables

- Deliverable 1: Digital copies - in Spanish - of a document summarizing the regulatory analysis provided by SEN and identifying the technical requirements for hosting, running and managing the Digital Platform including at least three recommendations of where to acquire them.
- Deliverable 2: Digital copies -in Spanish- of a work plan with timelines and activities for the creation of the Digital Platform that meets the requirements of the SEN use cases and technical standards to achieve the desired result. At a minimum the software development proposal must have the following characteristics: Analysis and design of the proposed system, Web Platform developed in Visual Studio .NET C#. MVC, use of HTML5/CSS3/JS/Open Source CSS Framework/ JQuery technology in front-end development, use of MS SQL Server 2016 or higher Database Manager, use of best programming practices, in terms of technical development, code comments, and user manuals, etc.
- Deliverable 3: Draft System 1 - In Spanish - of the first draft of the system requested by SEN. This draft system must be a computer system but must also be described in a report and include a description of how the different modules of the system and their respective database will be interconnected and contain drafts of the technical and user manuals for each of the environments and modules.
- Deliverable 4. System Draft 2 - In Spanish - of the final draft of the system as requested after the review of System Draft 1. The delivery of the final draft of the Digital Platform will include a description of how the different modules of the system and their respective databases will be interconnected and contain the final drafts of the technical and user manuals prepared for each of the environments and modules with corrected feedback from the SEN of System Draft 1.
- Deliverable 5. Digital Platform -in Spanish- of a computer system containing all the necessary modules to meet the SEN requirements, with the information inputs provided by the SEN and containing a data entry environment that feeds other modules, allowing queries/requests from a database of previous

entries. The system must have a standardized database where all information is stored, comply with all security and data integrity standards, and be stored in servers established by SEN. The designed platform must also generate output information in Excel, PDF, and Word formats.

Other components of the "digital system" are that the development component must include:

- Source code solution and compilations
- Entity-relationship model and database structure
- Manual of flow charts and recording procedures for system maintenance and use
- Data dictionary
- Other related items deemed necessary by the offeror during the review of the system project. Include all relevant proposed tasks in the proposal.

Deliverable 6: Digital copy - in Spanish - of a document of the implementation tasks performed during system design or other tasks listed here that provide all the necessary steps for system start-up and operation. This includes:

- Test completed in a real environment
- Definitive technical manuals
- End-user manuals
- End-user training
- Transfer of know-how to UTI personnel
- Act of definitive acceptance by the UTI and the General Directorate of Renewable Energies and Energy Efficiency.

Deliverable 7: Minutes of coordination call meeting with SEN technicians on data entry.

Deliverable 8: Digital environment (website or other digital environment) - in Spanish - where testing, data entry and final drafts of the digital platform can be reviewed and tested by SEN.

Deliverable 9: Evaluation or Assessment Report - of the result of the usability and quality tests performed on the System, including data entry tests on all measures that have been requested, as well as the storage of the information in the platform. The test component must deliver:

- Safety, performance, and component test matrices
- Navigability, usability, and accessibility of the system
- Other related items deemed necessary by the offeror. Include all relevant proposed tasks in the proposal.

Deliverable 10: Document - in Spanish - describing the different levels/profiles of users within the platform and their capabilities and hierarchy.

Deliverable 11: Document -in Spanish- of the draft versions of the design and user manual for each of the environments and modules of the digital platform system. The final versions will incorporate updates and responses to comments from SEN and USEA.

Deliverable 12: Minutes, in digital copy, of coordination call meetings with SEN technicians for guidance and ongoing review.

Deliverable 13: Digital copy - in Spanish - of a document containing the modification processes required to update the platform during a standard daily operation by SEN technical staff or other.

Deliverable 14: Digital copy, in Spanish, of a Training Report on the platform modification approach and recommendations for additional capacity building (if applicable).

Deliverable 15: Digital copy -in Spanish- of documented incidents and resolution of SEN user requests for system improvement and optimization during the digital platform revision process.

Deliverable 16: Document -in Spanish- of the design methodology of the software components and platform developed.

Deliverable 17 Digital copy -in Spanish- of the final presentations and training materials for SEN technicians including presentations and other training materials to support the proper use of the platform.

Deliverable 18 Digital copy -in Spanish- of final presentations and training materials for IT Unit technicians, including presentations and all other training materials to support modifications to programs administered by the IT Unit.

Reporting:

The sub-grantee and/or consultant shall send all the reports described above in the deliverables to the USEA,

Timeline:

The project is expected to commence in September 2023 and is expected to take approximately 5 months to complete. These tentative assignment dates are provided for information only and for the benefit of the Offerors. Modification of these assignment dates will not constitute a change in scope.

V. CONTENT OF THE PROPOSAL

The proposal must follow the structure outlined below, contain the following elements and conform to the page limit. Failure to comply with the prescribed outline and page limits or exclusion of any of the required elements will affect the proposal score. Maximum proposal limit of 50 pages (including cover page and annexes).

Letter of introduction			
	Description	Notes	Maximum page limit
	Must include the current Unique Entity Identifier (UEI of the Offeror). Registration status in the System for Award Management (SAM)	Proposals without a UEI number will not be considered and need not be submitted. The UEI requirement does not apply to individuals.	2 pages
Technical proposal			
Subject	Description	Notes	Maximum page limit
Understanding the problems	Demonstration of understanding of the problems described in the Scope of Work.		1 page
Technical approach	Scope of work application approach		4 pages

Work schedule	Proposed schedule of tasks and deliverables in accordance with bidding documents		2 pages
Team assignments and biographical sketches.	For each team member: 1st: Summary of work to be performed/ assignment of each proposed person. 2nd: (Immediately after the assignment) Brief biographical sketch highlighting direct experience with the subject.	The Offeror may propose a consortium of multiple organizations and/or individuals; however, one organization or individual must be identified as the lead organization that will enter into the contract with USEA and will comply with the SAM and UEI registration indicated in this RFP.	1 page per person total ½ page of homework per person, followed by ½ page of biography
Financial Proposal			
Subject	Description	Notes	Maximum page limit
Summary of costs	Detailed budget, excluding labor, with detailed justification of all costs associated with the project, including direct and indirect costs (printing, administrative supplies, etc.).	Must be in USD. Taxes included (if applicable). The USEA reserves the right to request further budget information after the proposal is submitted.	2 pages
Labor costs	Expected labor costs, broken down by number of man-hours and daily rate at full load for each person proposed for this project.	Must include the names and positions of the persons. Must be in USD. Must include taxes and fees (if applicable). All salary information will be kept confidential. The USEA reserves the right to request further budget information after the proposal is submitted.	2 pages
Annex			
	Description	Notes	Maximum page limit
Annex 1	Proof of registration in the System for Award Management (SAM) if the bid is equal to or greater than US\$30,000	Please note that SAM registration is a 10-step process and may take several weeks to complete. Please refer to this guide for more information. If an Offeror has not completed the SAM registration process by the proposal submission deadline, USEA will accept a proposal if it includes a PDF copy of an email from "notification@sam.gov" to the Offeror stating that the	

		Offeror "has successfully submitted the entity registration for COMPANY NAME in the U.S. Government's System for Award Management (SAM)." Proposals that do not include proof of SAM registration or an email from notificación@sam.gov indicating acceptance of the SAM application will not be considered and need not be submitted.	
Annex 2	Resume	Summary of relevant experience of each member of the proposed team within the last 10 years (maximum). Relevant experience should be listed chronologically (starting with the most recent).	2 pages per person
Annex 3	USAID Contractor's Employee Biographical Data Sheet	USAID Contractor Employee Biographical Data Sheet completed for each proposed employee for this project https://www.usaid.gov/forms/aid-1420-17	1 page per person
Annex 4	Experience of the organization	Summary of the background and experience of the company or companies in similar projects.	5 pages

VI. EVALUATION CRITERIA

All Offerors must provide a UEI number and maintain a current SAM registration, unless their offer is less than US\$30,000. Proposals without a UEI number or proof of SAM registration will not be considered.

In evaluating proposals, the USEA will look for the **best value for money** rather than the cheapest proposal. The selection of a bid for a grant will be based on an evaluation of proposals based on qualifications, subject matter expertise, and budget justification. The USEA will use a two-stage selection procedure:

- In the first phase, the Technical Proposal will be evaluated: Proposals will be evaluated first from the technical point of view (qualifications and experience in the field) without taking into account the justification of the proposed budget.
- In the second phase, the Cost Proposal of the proposals that pass the Technical Proposal evaluation will be evaluated.

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

Evaluation criteria: 20%: Experience in similar projects (for each consultant and the organization in general).
 5%: Experience in the execution of projects in the Latin American region or in the context of the Spanish language.
 25%: Experience (education and other relevant experience)

30% Technical approach
20%: Cost

If at any time prior to contract award, USEA deems that there is a need for a significant modification of the terms and conditions of this RFP, USEA will issue such modification as a written amendment to the RFP to all competing Offerors. No oral statement by any person shall be deemed to modify or otherwise affect any term or condition of the RFP, and no Offeror/Applicant shall rely on any such statement. Such modifications are the exclusive method for this purpose.

The USEA is not obligated to accept the lowest or no 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 notice of award issued for this RFP until an agreement with the selected Offeror/Applicant is signed and duly executed.

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

VII. QUESTIONS AND CLARIFICATIONS

All questions and requests for clarification related to this RFP should be emailed to Peter Lorenz, Program Coordinator, Plorenz@usea.org no later than August 30, 2023. All questions and answers will be posted on the USEA website.

END OF REQUEST