



## IPA - Mexico

Request For Proposals (RFP)

No. 241115

Consulting Services

Issue Date: November 15, 2024

**WARNING:** Prospective Offerors who have received this document from a source other than from IPA México, should immediately contact [MX\\_Propuestas@poverty-action.org](mailto:MX_Propuestas@poverty-action.org) and provide their name and mailing address in order that amendments to the RFP or other communications can be sent directly to them. Any prospective Offeror who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation will be issued and posted [www.poverty-action.org](http://www.poverty-action.org)

**Table of Contents**

- 1. Introduction and Purpose .....4**
  - 1.1 Purpose..... 4
  - 1.2 Issuing Office ..... 4
  - 1.3 Type of Award Anticipated..... 5
- 2. General Instructions to Offerors.....5**
  - 2.1 General Instructions..... 5
  - 2.2 Proposal Cover Letter ..... 5
  - 2.3 Questions regarding the RFP..... 5
  - 2.4 Pre-Proposal Bidders' Conference ..... **Error! Bookmark not defined.**
- 3. Instructions for the Preparation of Technical Proposals .....6**
  - 3.1 Services Specified..... 6
- 4. Instructions for the Preparation of Cost/Price Proposals.....6**
  - 4.1 Cost/Price Proposals ..... 6
- 5. Basis of Award .....6**
  - 5.1 Evaluation Criteria ..... 6
  - 5.2 Proposal Submission Format ..... 8
  - 5.3 Best Value Determination ..... 8
  - 5.4 Responsibility Determination..... 9
  - 5.5 Additional Due Diligence ..... 9
  - 5.6 Bidders' Presentations..... 9
- 6. Anticipated post-award Deliverables.....10**
- 7. Inspection & Acceptance .....10**
- 8. Compliance with Terms and Conditions.....10**
  - 8.1 General Terms and Conditions ..... 10
- 9. Procurement Ethics .....11**
- 10. Attachments .....12**
  - 10.1 Scope of Work for Services or Technical Specifications ..... 12
  - 10.2 Proposal Cover Letter ..... 13
  - 10.3 Price Schedule ..... 14
  - 10.4 Past Performance Form..... 15
  - 10.5 Terms and Conditions..... 16

**Synopsis of the RFP**

RFP No.	241115
Issue Date	November 15, 2024
Title	Consulting services
Issuing Office	Innovations for Poverty Action, Mexico. Álvaro Obregón 171, piso 6, Roma Norte, Cuauhtémoc, CP 06700, CDM
Point of Contact for Questions	aledezma@poverty-action.org
Deadline for Receipt of Proposals	<b>December 2, 2024</b>
Proposal Submission Address	MX_Propuestas@poverty-action.org For emails, please include the RFP number in the subject line.
Anticipated Award Type	Firm Fixed Price Purchase Order.
Basis for Award	The award will be issued to the responsible and reasonable offeror who provides the best value to IPA and its client using a combination of technical and cost/price factors.

## 1. Introduction and Purpose

### 1.1 Purpose

IPA Mexico invites qualified offerors to submit proposals to supply and deliver consulting services in support of program implementation. The **Strengthening Program for Alternative Justice in Criminal Matters (FORJA)**, funded by a grant from the United States Department of State through the Bureau of International Narcotics and Law Enforcement Affairs (INL) aims to design, pilot, and evaluate evidence-based Operational Models within Prosecutor's Offices to promote strategic resolution of cases subject to reparation agreement, conditional suspension of criminal proceedings and abbreviated procedure.

IPA Mexico seeks to contract an external consultant with expertise in operational design and technical validation to participate in the development of operational models.

Specifically, under the supervision and guidelines of IPA Mexico, the external consultant will be responsible for carrying out the following activities/deliverables:

1. **Expert advice on the Interview guides for Process Mapping.** The consultant will provide advice throughout the design of interview guides for process mapping. This includes ensuring the alignment of the guides with relevant frameworks, identifying potential risks, and suggesting appropriate modifications or additions.
2. **Technical validation of Operational Models.** The consultant will conduct a comprehensive technical validation of the proposed Operational Models. This validation will involve a thorough review to ensure strict compliance with all applicable standards and best practices. The consultant will identify any potential issues and provide recommendations for addressing them.
3. **Development of FORJA's Manual of technical requirements, criteria, and benefits, applicable to using alternative justice.** This contribution will involve drafting relevant sections, providing technical expertise in alternative justice, and proactively identifying potential risks, challenges, or areas of concern related to the implementation of these processes.
4. **Contribution to the Intervention plan to improve Alternative Dispute Resolution Mechanisms in criminal matters.** This includes providing technical guidance and identifying potential obstacles and opportunities for enhancing the effectiveness of these mechanisms.

The individual with external consulting functions will adhere to the schedule established by IPA to meet FORJA's objectives promptly and properly.

### 1.2 Issuing Office

The Issuing Office and Contact Person noted in the above synopsis is the sole point of contact at IPA for purposes of this RFP. Any prospective offeror who fails to register their interest with this office assumes complete responsibility in the event that they do not

receive direct communications (amendments, answers to questions, etc.) prior to the closing date.

### 1.3 Type of Award Anticipated

IPA anticipates awarding a Firm Fixed Price Purchase Order. This award type is subject to change during negotiations.

## 2. General Instructions to Offerors

### 2.1 General Instructions

“Offeror”, “Subcontractor”, and/or “Bidder” means a firm proposing the work under this RFP. “Offer” and/or “Proposal” means the package of documents the firm submits to propose the work.

Offerors wishing to respond to this RFP must submit proposals, in English, in accordance with the following instructions. Offerors are required to review all instructions and specifications contained in this RFP. Failure to do so will be at the Offeror’s risk. If the solicitation is amended, then all terms and conditions not modified in the amendment shall remain unchanged.

Issuance of this RFP in no way obligates IPA to award a subcontract or purchase order. Offerors will not be reimbursed for any costs associated with the preparation or submission of their proposal. IPA shall in no case be responsible for liable for these costs.

Proposals are due no later than **December 2, 2024**, 6pm, to be submitted to [MX\\_Propuestas@poverty-action.org](mailto:MX_Propuestas@poverty-action.org).

The submission of a proposal to IPA in response to this RFP will constitute an offer and indicates the Offeror’s agreement to the terms and conditions in this RFP and any attachments hereto. IPA reserves the right not to evaluate a non-responsive or incomplete proposal.

### 2.2 Proposal Cover Letter

A cover letter shall be included with the proposal on the Offeror’s company letterhead with a duly authorized signature and company stamp/seal using the [Proposal Cover Letter template](#) (see Attachments) for the format. The cover letter shall include the following items:

- The Offeror will certify a validity period of 30 days for the prices provided.
- Acknowledge the solicitation amendments received.

### 2.3 Questions regarding the RFP

Each Offeror is responsible for reading and complying with the terms and conditions of this RFP. Requests for clarification or additional information must be submitted in writing via email or in writing to the Issuing Office as specified in the Synopsis above. No questions will be answered by phone. Any verbal information received from an IPA Mexico employee or

other entity shall not be considered as an official response to any question regarding this RFP.

Copies of questions and responses will be distributed in writing to all prospective bidders who are on record as having received this RFP after the submission date specified in the Synopsis above.

### **3. Instructions for the Preparation of Technical Proposals**

Technical proposals shall include the following contents:

1. Technical Approach - Description of the proposed services which meets or exceeds the stated technical specifications or scope of work. The proposal must show how the Offeror plans to complete the work and describe an approach that demonstrates the achievement of timely and acceptable performance of the work.
2. Management approach – Description of the Offeror’s staff assigned to the activity. The proposal should describe how the proposed team members have the necessary experience and capabilities to carry out the Technical Approach.
3. Past Performance – Provide a list of at least three (3) recent awards of similar scope and duration. The information shall be supplied as a table ([template provided in Attachments](#)), and shall include the legal name and address of the organization for which services were performed, a description of work performed, the duration of the work and the value of the contract, description of any problems encountered and how it was resolved, and a current contact phone number of a responsible and knowledgeable representative of the organization. See Attachments.

#### **3.1 Services Specified**

For this RFP, IPA is in need of the services described in Attachment: Scope of Work.

### **4. Instructions for the Preparation of Cost/Price Proposals**

#### **4.1 Cost/Price Proposals**

Provided in the Attachments section of this RFP is a template for the [Price Schedule for firm-fixed price awards](#). For cost-reimbursable or time & material awards, the offeror shall provide a fully detailed budget. Offerors shall complete the template including as much detailed information as possible. Any required payment terms must be included in the cost proposal.

It is important to note that Value Added Tax (VAT) shall be included on a separate line. The Subcontractor is responsible for all applicable taxes and fees, as prescribed under the applicable laws for income, compensation, permits, licenses, and other taxes and fees due as required.

### **5. Basis of Award**

#### **5.1 Evaluation Criteria**

Each proposal will be evaluated and scored against the evaluation criteria and evaluation sub-criteria, which are stated in the table below.

Evaluation Criteria	Evaluation Sub-criteria (if needed)	Maximum Points/Weight
Technical expertise and experience	<ul style="list-style-type: none"> <li>a. Demonstrated experience in criminal procedure and alternative justice.</li> <li>b. Knowledge of Prosecutor's Office operations.</li> <li>c. Previous experience in developing operational models and technical manuals.</li> <li>d. Understanding of Mexican criminal justice system.</li> </ul>	40 points
Methodological Approach	<ul style="list-style-type: none"> <li>a. Quality and clarity of proposed methodology for technical validation.</li> <li>b. Strategy for risk identification and mitigation in operational models.</li> </ul>	25 points
Work organization and delivery	<ul style="list-style-type: none"> <li>a. Proposed timeline and work plan feasibility</li> <li>b. Quality assurance mechanisms</li> <li>c. Communication and reporting strategy</li> </ul>	20 points
Professional qualifications	<ul style="list-style-type: none"> <li>a. Academic credentials in relevant field.</li> <li>b. Professional certifications in process improvement or related areas.</li> </ul>	8 points
Cost		7 points
<b>Total</b>		

## 5.2 Proposal Submission Format

To facilitate the evaluation process by the Evaluation Committee, Offerors are strongly encouraged to submit their proposals in the following format:

i. Cover Letter

- Include a concise cover letter introducing your proposal. Use the provided template.

ii. Introduction / Business Profile

- Provide an overview of your organization, its history, and relevant experience.

iii. Statutory and Compliance Documents

- Include essential documents such as business registration, tax files, and any other relevant compliance documents.

iv. Technical Proposal

- Refer to Section 3 for detailed instructions on preparing the technical proposal.
- Ensure to provide all necessary supporting documentation and attachments as required by the Evaluation Criteria.

v. Cost / Price Proposal

- Include detailed cost/price information as outlined in Section 4.
- Should be realistic and acceptable.

vi. Implementation Timelines / Gantt Chart (if applicable)

- Include timelines or Gantt charts outlining project implementation schedules if relevant to your proposal.

vii. Any Other Pertinent Information

- Include any additional information that you believe is essential to your proposal.

Please adhere to this format to ensure a structured and comprehensive submission that will aid in the evaluation process.

## 5.3 Best Value Determination

IPA will review all proposals and make an award based on the technical and cost evaluation criteria stated above and select the offeror whose proposal provides the best value to IPA. IPA may also exclude an offer from consideration if it determines that an Offeror is "not responsible", i.e., that it does not have the management and financial capabilities required to perform the work required.

IPA may award to an Offeror without discussions. Therefore, the initial offer **must contain the Offeror's best price and technical terms.**



#### **5.4 Responsibility Determination**

IPA will not enter into any type of agreement with an Offeror prior to ensuring the Offeror's responsibility. When assessing an Offeror's responsibility, the following factors are taken into consideration:

1. Provide evidence of the required business licenses to operate in the host country.
2. The source, origin and nationality of the products or services are not from a Prohibited Country.
3. Having adequate financial resources to finance and perform the work or deliver goods or the ability to obtain financial resources without receiving advance funds from IPA.
4. Ability to comply with required or proposed delivery or performance schedules.
5. Have a satisfactory past performance record.
6. Have a satisfactory record of integrity and business ethics.
7. Have the necessary organization, experience, accounting and operational controls and technical skills.
8. Have the necessary production, construction and technical equipment and facilities, if applicable.
9. Be qualified and eligible to perform work under applicable laws and regulations.

#### **5.5 Additional Due Diligence**

Upon completing the evaluation process, IPA may choose to engage in additional due diligence processes with a particular vendor or vendors without notifying the bidder.

The purpose of this process is to ensure that IPA engages with reputable, ethical, and responsible vendors with solid financials and the ability to fulfill the contract. Additional due diligence may include, but is not limited to, the following processes:

- Reference checks
- Verification of whether the firm has been barred by any organization or is on any anti-terrorist checklist

#### **5.6 Bidders' Presentations**

At the discretion of IPA, selected Offeror(s) may be invited to supply additional information on the contents of their proposal during the evaluation period. Such Offerors could be asked to give a presentation of their proposal (possibly with an emphasis on a topic of IPA's choice) followed by a question-and-answer session.

If IPA determines that there is such a need, the presentation will be held at IPA CO, or by videoconference/Internet. Offerors will be given reasonable time to prepare for the presentation.

NOTE: Presentations or other individual contact is expressly prohibited before the closing date for proposal submission.

## 6. Anticipated post-award Deliverables

Upon award of a subcontract, the deliverables and deadlines detailed in below table will be submitted to IPA. The Offeror should detail proposed costs per deliverable in the Price Schedule. Deliverables must be submitted to and approved by IPA before payment will be processed.

No.	Description	Due Date
1	Expert advice on the Interview guides for Process Mapping	Within 7 days of award
2	Technical validation of Operational Models	During 2025
3	Development of FORJA's Manual of technical requirements, criteria, and benefits, applicable to using alternative justice	During 2025
4	Contribution to the Intervention plan to improve Alternative Dispute Resolution Mechanisms in criminal matters	During 2025

## 7. Inspection & Acceptance

The designated IPA staff will inspect from time to time the services being performed to determine whether the activities are being performed in a satisfactory manner, and that all equipment or supplies are of acceptable quality and standards. The subcontractor shall be responsible for any countermeasures or corrective action, within the scope of this RFP, which may be required by the IPA Country Director/Representative as a result of such inspection.

## 8. Compliance with Terms and Conditions

### 8.1 General Terms and Conditions

Offerors agree to comply with the general terms and conditions for an award resulting from this RFP. The selected Offeror shall comply with all Terms and Conditions listed in the accompanying [Attachment](#).

## **9. Procurement Ethics**

Neither payment nor preference shall be made by either the Offeror, or by any IPA staff, in an attempt to affect the results of the award. IPA treats all reports of possible fraud/abuse very seriously. Acts of fraud or corruption will not be tolerated, and IPA employees and/or subcontractors/grantees/vendors who engage in such activities will face serious consequences. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Offeror or the IPA staff may report violations to the Toll-Free Ethics and Compliance Anonymous Hotline at +1 844 837 5445. IPA ensures anonymity and an unbiased, serious review and treatment of the information provided. Such practice may result in the cancellation of the procurement and disqualification of the Offeror's participation in this, and future, procurements.

By submitting an offeror, Offerors certify that they have not/will not attempt to bribe or make any payments to IPA employees in return for preference, nor have any payments with Terrorists, or groups supporting Terrorists, been attempted.

## **10. Attachments**

### **10.1 Scope of Work for Services or Technical Specifications**

## 10.2 Proposal Cover Letter

[On Firm's Letterhead]

<Insert date>

TO: Innovations for Poverty Action  
Avenida Chapultepec #360, Piso 2  
Col. Roma Norte, Cuauhtémoc  
CP06700, CDMX

We, the undersigned, provide the attached proposal in accordance with **RFP-241115**, issued on November 15, 2024. Our attached proposal is for the total price of **(Sum in Words)**.

I certify a validity period of **30 days** for the prices provided in the attached Price Schedule/Bill of Quantities. Our proposal shall be binding upon us subject to the modifications resulting from any discussions.

We understand that IPA is not bound to accept any proposal it receives.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory: [Click here to enter text.](#)

Name of Firm: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

Telephone: [Click here to enter text.](#)

Email: [Click here to enter text.](#)

Company Seal/Stamp:

### 10.3 Price Schedule

Item Number	Item Name	Description/Specifications	Quantity	Unit Price	Total Price
1	List the items that are to be supplied (enter additional lines as needed)				
2	Delivery Cost				
3	VAT				
<b>GRAND TOTAL IN</b> (currency).					

**Delivery Period and Payment terms:**

#### 10.4 Past Performance Form

Include projects that best illustrate your work experience relevant to this RFP, sorted by decreasing order of completion date.

Projects should have been undertaken in the past three years. Projects undertaken in the past six years may be taken into consideration at the discretion of the evaluation committee.

#	Description of Activities	Location Province/ District	Client Name/Tel No/ email address	Cost	Start- End Dates	Comple ted on schedule (Yes/No)	Completion Letter Received? (Yes/No)	Type of Agreement (fixed price, cost reimbursabl e)
1								
2								
3								
4								
5								

## 10.5 Terms and Conditions

- a) The Request for Proposal is not and shall not be considered an offer by IPA. [L] [SEP]
- b) All responses must be received on or before the date and time indicated on the RFP.
- c) All proposals will be considered binding offers. Prices proposed must be valid for entire period provided by respondent. [L] [SEP]
- d) All awards will be subject to IPA contractual terms and conditions and contingent on the availability of donor funding. [L] [SEP]
- e) IPA reserves the right to accept or reject any proposal or cancel the solicitation process at any time and shall have no liability to the proposing organizations submitting proposals for such rejection or cancellation of the request for proposals. [L] [SEP]
- f) IPA reserves the right to accept all or part of the proposal when award is provided.
- g) IPA shall solely own all intellectual property (e.g. datasets, material, etc.) created under the resulting award.
- h) All information provided by IPA in this RFP is offered in good faith. Individual items are subject to change at any time, and all bidders will be provided with notification of any changes. IPA is not responsible or liable for any use of the information submitted by bidders or for any claims asserted therefrom. [L] [SEP]
- i) IPA reserves the right to require any bidder to enter into a non-disclosure agreement. [L] [SEP]
- j) The bidders are solely obligated to pay for any costs, of any kind whatsoever, which may be incurred by bidder or any third parties, in connection with the Response. All responses and supporting documentation shall become the property of IPA, subject to claims of confidentiality in respect of the response and supporting documentation, which have been clearly marked confidential by the bidder.