



Request for Quotation for 508 Compliance Services

23-RFQ-0508

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Dexis Proprietary Information

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SUBJECT: REQUEST FOR QUOTATIONS FOR 508 COMPLIANCE SERVICES

Dexis invites your firm to participate in this competitive solicitation for **508 compliance services**. Dexis reserves the right to reject any and all offers, to add, delete, or modify any element of the solicitation at any time without prior notification and without any liability or obligation of any kind. This RFQ does not obligate Dexis to enter into a contract nor does it obligate Dexis to pay any costs incurred in the preparation of submission of any Response.

Dexis anticipates that this Request for Quotation (RFQ) will result in Blanket Purchase Agreements (BPAs) with one or more successful offerors, with a **period of performance of two years and a not-to-exceed ceiling of USD \$150,000 per agreement**.

BACKGROUND

Dexis Consulting Group is a for-profit company founded in 2001 to strengthen management systems for the U.S. Government across developing economies. Dexis provides monitoring and evaluation, program management, institutional support, project implementation, and training solutions to address some of the world's greatest challenges.

This subcontract is reserved for businesses who are either **certified as small businesses or can self-certify as small businesses**.

DESCRIPTION OF GOODS/SERVICES

The Vendor will provide Dexis projects with 508 compliance remediation services for reports and other written deliverables in compliance with Section 508 of the Rehabilitation Act of 1973.

REQUIREMENTS

All responses must be in English. Offerors must submit the following in order to be considered responsive and eligible for award:

1. A **contact name, email address, and telephone number** to facilitate communication between Dexis and the prospective contractor.
2. A brief **outline of the company**, including:
 - a. Full legal name and address of the company;
 - b. Full name of the legal representative (president or managing director) of the company (not applicable for individuals);
 - c. Name of any individuals or entities that own 50% or more of the company;
 - d. Year business was started or established; and
 - e. General information about the contractor's history and experience.
3. Dexis requests a **price list for the above-listed services on a per page basis**. However, if another pricing structure is used, (e.g., per labor hours cost), supporting details should be provided to determine how a quotation for remediating a written deliverable will be established.
 - a. Quotation should include **turnaround times**.

- b. If **rush fee** is charged, details on the condition of the rush fee should be included, including time period in which it applies and how the fee is calculated.
4. A **quotation, including turnaround times and rush fee, if available, to remediate the sample documents** in the following attachments:
 - a. Attachment 1: Systematic Review Report
 - b. Attachment 2: SEL Study Brief
 - c. Attachment 3: SRGBV Toolkit
5. Contain detailed **cost in USD with all applicable taxes/charges clearly identified**, provided against each of the categories of services described in this request.
6. Description of **past experiences providing similar services**.
7. Names, addresses, and telephone numbers of **three business references**, and approval to contact the listed references.
8. Completed **Offeror Size Self-Certification Form** (see Annex A below). Size recertification may be required prior to award.
9. Completed and signed **Executive Compensation Certification** (Annex B below)
10. Completed and signed **Evidence of Responsibility** form (Annex C below)
11. Prospective contractor must be **legally registered** under the laws of the country in which they are organized and possess all licenses, permits and government approvals necessary for performance of the work.
12. If a government, its agents, or agencies, have an ownership or managerial interest in the company, the prospective contractor must indicate this when submitting its offer. Failure to do so will result in the prospective contractor's offer being removed from consideration.
13. **No subcontracting** is allowed under this solicitation.

EVALUATION

Dexis will evaluate bids based on the following criteria:

- | | |
|---------------|-----|
| 1. PRICE | 65% |
| 2. EXPERIENCE | 25% |
| 3. TIMELINE | 10% |

Evaluation Criteria Grading for Each Criterion:

Exceptional	5 Points
Exceeds Expectations	4 Points
Meets Expectations	3 Points
Meets most but not All Expectations	2 Points
Non-Responsive to Expectations	1 Point

SCHEDULE OF EVENTS

Release of RFQ	Monday, May 8, 2023
Questions Due	Friday, May 12, 2023 at 10am EDT
Answers from Dexis	Monday, May 16, 2023 at 12pm EDT
RFQ Closes – Responses Due	Thursday, May 18, 2023 at 5pm EDT
Estimated Date of Award	Wednesday, May 31, 2023

The schedule noted above may be changed at any time in the sole discretion of Dexis. All communication must adhere to this schedule and shall be to the attention of Kelli Williams (kwilliams@dexisonline.com) and Jennifer Shin (jshin@dexisonline.com)

All questions or clarifications regarding this RFQ must be in writing and submitted to the attention of Kelli Williams (kwilliams@dexisonline.com) and Jennifer Shin (jshin@dexisonline.com). Only written answers from Dexis will be considered official and carry weight in the RFQ process and subsequent evaluation. Any answers received outside the official channel, whether received verbally or in writing, from employees or representatives of Dexis, will not be considered official responses regarding this RFQ.

SUBMISSION INSTRUCTIONS

Bids must be received via email by **Thursday, May 18, 2023 at 5pm EDT**. Offerors should send their bids by email to the individuals identified above (10 MB limit per email).

Offers must be on company letterhead with the company's contact name and address. The subject line of the offer transmission email must identify the RFQ reference number (23-RFQ-0508) and the Offeror's name.

GENERAL TERMS AND CONDITIONS

1. Dexis will only consider responsive Responses from responsible contractors for award.
2. Collusion is strictly prohibited. Collusion is defined as an agreement or compact, written or oral, between two or more parties with the goal of limiting fair and open competition by deceiving, misleading, or defrauding a third party.
3. Prices quoted must be valid for entire length of contract.
4. Unit prices are required and in the case of discrepancies between unit price and total price, the unit price will be taken as reference basis in the evaluation.
5. All procurement will be subject to Dexis contractual terms and conditions.
6. Dexis reserves the right to accept or reject any quotation or stop the procurement process at any time, without assigning any reason or liability.
7. Dexis reserves the right to accept all or part of the quotation when awarding the contract.
8. All information provided by Dexis in this RFQ is subject to change at any time. Dexis makes no certification as to the accuracy of any item and is not responsible or liable for any reliance on or use of the information or for any claims asserted therefrom.
9. Dexis reserves the right to require any prospective contractor to enter into a non-disclosure agreement.

10. The RFQ does not obligate Dexis to pay for any costs, of any kind whatsoever, which may be incurred by the prospective contractor or any third parties, in connection with the Response. All Responses and supporting documentation shall become the property of Dexis.

Dexis has zero tolerance for fraud. Fraud is any act or omission that intentionally misleads, or attempts to mislead, to obtain a benefit or to avoid an obligation. If you have concerns about potential fraud in any way related to Dexis projects, contracts, or activities, please visit <https://www.lighthouse-services.com/index.html>.

ANNEX B: EXECUTIVE COMPENSATION CERTIFICATION

FAR 52.204-10 Reporting Executive Compensation and First-Tier Subcontract Awards

Section A. FAR 52.204-10 requires Dexis Consulting Group, as prime contractor of U.S. federal government contracts, to report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS) subject to the following criteria:

- The subcontractor must have generated at least **80 percent** of its overall revenue in the preceding fiscal year from U.S. federal government contracts; AND
- The subcontractor must have generated at least **USD 25 million** in annual gross revenue in the preceding fiscal year from U.S. federal government contracts; AND
- The subcontractor *must not* already publicly report executive compensation levels to either the Internal Revenue Service (IRS) or Securities and Exchange Commission (SEC) as mandated by the subcontractor's status as a non-profit organization or publicly traded company, respectively.

If any of the above *does not* apply to your firm, then Dexis is exempt from reporting your executive compensation and you need not provide such information to Dexis. Please skip to Section C to certify your status as exempt from reporting executive compensation levels under FAR 52.204-10.

Section B. If all of the criteria listed in Section A are true of your firm, then FAR 52.204-10 requires Dexis, report the full compensation of your firm's five most highly compensated executives including, but not limited to: salary, stock options, benefits, and fringe. This information must be attested to by an employee at the Chief Financial Officer level or higher and will be made public at <http://www.fsrs.gov>.

Employee Name: _____

Full Compensation: _____

Employee Name: _____

Full Compensation: _____

Employee Name: _____

Full Compensation: _____

Employee Name: _____

Full Compensation: _____

Employee Name: _____

Full Compensation: _____

Duly Authorized Company Signatory: _____

Name:

Position:

Date: _____

Section C. If you are exempt, please certify to your exemption below.

I hereby certify that **COMPANY NAME** is exempt from reporting executive compensation under FAR 52.204-10 for the following reason(s)(check all that apply).

- The subcontractor did not generate at least 80 percent of its overall revenue from U.S. federal government contracts in the preceding fiscal year.
- The subcontractor did not generate at least USD 25 million of annual gross revenue from U.S. federal government contracts in the preceding fiscal year.
- The subcontractor already publicly reports executive compensation levels to:
 - Internal Revenue Service (IRS)
 - Securities and Exchange Commission (SEC)

Duly Authorized Company Signatory: _____

Name: _____

Position: _____

Date: _____

ANNEX C: EVIDENCE OF RESPONSIBILITY

Company Name

Company Name makes the following statements with respect to Contractor Responsibility:

- 1) *Company Name* has adequate financial resources to perform the contract, or the ability to obtain them;
- 2) *Company Name* is able to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental commitments;
- 3) *Company Name* has a satisfactory performance record;
- 4) *Company Name* has a satisfactory record of integrity and business ethics;
- 5) *Company Name* has the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them (including, as appropriate, such elements as production control procedures, property control systems, quality assurance measures, and safety programs applicable to materials to be produced or services to be performed by the prospective contractor and subcontractors).;
- 6) *Company Name* has the necessary production, construction, and technical equipment and facilities, or the ability to obtain them; and
- 7) *Company Name* is qualified and eligible to receive an award under applicable laws and regulations (e.g., Equal Opportunity, Clean Air and Water, Small Business Subcontracting, etc.)

I declare under penalty of perjury that the foregoing is true and correct.

Name

Title, Company Name