

## CRDF GLOBAL

### REQUEST FOR PROPOSAL – UNIFORM VENDOR

**Updated Submission Deadline:** ~~5:00 PM EST, July 16, 2018~~ **5:00 PM EST, August 8, 2018**

#### Definitions:

USAID: United States Agency for International Development

DART: Disaster Assistance Response Teams

OFDA/RRU: Office of Foreign Disaster Assistance, Response Readiness Unit

#### Summary:

CRDF Global is seeking a Uniform Vendor to 1) furnish approximately two hundred (200) USAID/DART uniforms per annum as well as 2) manage the design and maintenance of an online ordering system customized to USAID/DART specifications.

#### Scope:

The selected vendor will be required to provide clothing of many sizes, styles, and textures branded within USAID guidelines. The selected vendor shall warehouse inventory and ship products to the requesting party at either domestic or international addresses and provide tracking information to both the user and the USAID Office of Foreign Disaster Assistance, Response Readiness Unit (OFDA/RRU).

The selected vendor shall provide/customize a web-based ordering system designed to ensure that only appropriate parties are eligible to order apparel and allow USAID to track and monitor purchases and expenditures.

#### Vendor Requirements:

The selected Vendor will be able to accommodate the specific requests outlined in this Request for Proposal (RFP):

#### Merchandise & Warehousing

- The Vendor will be able to provide all clothing and sizes listed in [RFP Submission Form](#).
- The Vendor will provide all services including labor, equipment, tools, materials, and facilities to manufacture, warehouse, and distribute apparel required to outfit DART personnel and affiliates.
- The Vendor will warehouse\* a minimum of 200 standard issue uniform items with size ranges (S - 2XL), represented at 20% each size (exact number TBD by RRU).
  - o \* The ability to ship/deliver the apparel made-to-order within the specified time frame will also be considered.
- The vendor shall be responsible for all fulfillment services including managing orders, customer service to individuals for returns/defective gear, shipping, tracking, and billing USAID.

## Branding

- The Vendor will acquire and brand the clothing in strict accordance with **USAID Branding Guidelines**
- Branding shall follow the logo size and clear space guidelines detailed in **Attachment A\***
  - o \*If selected as a top candidate, the Vendor will be required to submit samples for RRU Approval
  - o **Attachment B** contains examples of branding samples that are both acceptable and unacceptable.
- The Vendor shall not use the USAID logo or reference USAID in connection with any advertising or promotion, without USAID's express written consent. USAID will retain all rights and interest to its name, logo, seal, or other official insignia.
- Access to the brand is contingent upon full conformity with the design and other parameters of the USAID Standard Graphic Identity as set forth in the USAID branding guidelines. The standard USAID color logo (Red Pantone 200/Blue Pantone 294) is the preferred brand.
  - o If the standard color logo is not clearly identifiable, the white logo may be used, which is an approved exception to the current branding guidelines. If the standard USAID brand colors are not clearly visible on apparel colors, the vendor will amend the branding color to white at the direction of the RRU. USAID anticipates the white logo will be required on apparel with the following colors: Cobalt Blue, Royal, Medium Grey, Maritime Blue, Direct Blue, Magnet (raincoat only), and Black.

## Online Ordering

- The online-store shall allow the user to select styles, gender preference fit, colors, sizes, and quantities of approved, available products.
- The online store will only offer the make, model, style, and color options selected and approved by the RRU. Unapproved make, model, style, and color options will not be visible to the user.
- Each item offered on the online store shall show the price per item to include branding costs.
- The online store shall limit the allowable purchasable quantity of special items (rain jackets, winter coat, and fleece) to one (1) per user. Any requests to purchase more than one (1) of these items must be approved by the RRU prior to shipment.
- The online store will not allow users to exceed their \$400 annual uniform allotment. Any individual request exceeding this amount must be approved by the RRU prior to shipment by the vendor.
- Ordering will be done through a system that will provide for tracking and accountability.
  - o All orders shall be placed by individuals through unique identification.
    - [usaid.gov](mailto:usaid.gov) or [ofda.gov](mailto:ofda.gov) email address
    - First / Last Name
    - Shipping address and recipient's contact phone number
    - Office/Division
  - o Once an individual places an order, an auto-generated email will be sent concurrently to [DARTgear@usaid.gov](mailto:DARTgear@usaid.gov) and the recipient. Once the vendor receives the authorization to place the order from the RRU, they can process and ship the order.
  - o Individuals must be able to track their purchases to ensure that they do not spend over their \$400 annual uniform allowance per fiscal year.
- USAID/OFDA reserves the right to change or amend the apparel offerings via written notification. In

- the event the RRU wishes to change apparel offerings, the RRU will inform the vendor, who will then brand the alternate apparel and send a sample to the RRU. Once both parties agree to the offering, the website shall be updated within seven business days from approval of sample.
- The RRU requires a “manager account” for order approval, inventory and monetary tracking. The manager login should allow the user to view and manage:
    - o Processed orders
    - o Pending orders awaiting approval
    - o Itemized costs per order
    - o All information included in the shipping information per order
    - o Totals spent per fiscal year, broken down by individual, purchase history per item, branding costs, and shipping
    - o Reporting functions (ability to export order data into Excel)
    - o Orders are required to be shipped within 2 business days of receiving approval from the manager account
  - The restriction of \$400.00 per annum will not apply to the master account, to allow for bulk orders as needed.
  - If a user needs to return an item due to a branding or merchandise deficiency that is the fault of the vendor, the user should contact the vendor directly via an email on their website to request a pre-paid return label to either return or exchange the merchandise. Vendor is required to respond within 48 hours.

### Shipping

- The vendor shall ensure all shipments under the agreement will be accompanied by delivery notification sent via email to recipient with [DARTgear@usaid.gov](mailto:DARTgear@usaid.gov) in copy. The confirmation must contain the following minimum information:
  - o Name of individual requesting apparel
  - o Individual’s mailing address
  - o Date of purchase
  - o Itemized list of apparel furnished
  - o Notes from the person ordering apparel
  - o Estimated date of delivery
  - o Tracking number
  - o Unique order number
- The vendor will be required to ship both domestically and internationally, including the ability to ship to Diplomatic Post Offices (DPO), Army Post Offices (APO), and Fleet Post Offices (FPO) using various shipping speeds and companies (FedEx, UPS, DHL, USPS).
- The vendor shall be required to ship all orders within 2 business days of order approval. Standard arrival to the user is 3 to 5 business days after shipment.
- International Shipping: The vendor will ship to various international countries. Countries may vary, but the following countries are required for consideration for award: Costa Rica, Germany, Haiti, Kenya, Jordan, Japan, and Thailand.
- Packaging for Shipments: All material shall be packed for shipment in such a manner that will ensure acceptance by common carrier and safe delivery at destination. Containers and closures shall comply with the Interstate Commerce Commission regulations, Uniform Freight Classification rules, or regulations of other carriers as applicable to the mode of transportation. Damaged in shipping

- materials will be replaced by the vendor at no cost to the U.S. Government.
- Shipping Receipts: Receipts from common carriers for shipment of materials shall be retained by the vendor and be made available to the OFDA/RRU upon request.
- Shipping Container Markings: All shipping containers shall be clearly marked with a delivery address.
- Shipping Insurance: All U.S. states and territory shipments shall be Free On Board (FOB) destination, insured against loss or damage, and shall carry sufficient insurance to cover the full replacement value of the item(s) being shipped. International shipments shall be Free on Board (FOB) origin insured against loss or damage, and shall carry sufficient insurance to cover the full replacement value of the item(s) being shipped.

**Proposal Requirements:**

Each proposal must include:

- Statement of Interest and Technical Capabilities
- Past performance information & References
- A properly completed [RFP Submission Form](#)
  - The [RFP Submission Form](#) must be completed per provided instructions (contained in form)
  - Deviation from provided instructions and/or tampering with the form may will result in disqualification
  - Any additional information and/or considerations that were not able to be captured via the [RFP Submission Form](#) can be submitted via additional documents as a part of the proposal.
- Any Small or Disadvantaged Business Designations (Veteran Owned, HUB Zone, Women Owned, Disadvantaged Businesses)
- NAICS Codes: 448190 Other Clothing Stores – Small Business Threshold \$20.5 million

**Timetable (Updated):**

<del>July 2, 2018</del>	Question(s) submissions due
<del>July 9, 2018</del>	Answers to questions posted
<del>July 16, 2018</del> August 8, 2018	RFP submissions due
<del>July 23, 2018</del> August 13, 2018	Initial vendor selections made
<del>August 13, 2018</del> September 4, 2018	Clothing samples due
<del>August 13 – 16, 2018</del> September 4-7, 2018	Final reviews & negotiations
<del>August 22, 2018</del> September 12, 2018	Vendor selection & contract start date

**Vendor Selection Criteria:**

CRDF Global will select the vendor that meets the requirements and provides the best value in terms of overall price and capability. Failure to meet a requirement will not automatically disqualify a vendor from consideration should an acceptable, alternate solution is provided.

Additional considerations include but are not limited to:

- Prior and/or ongoing experience working with the Federal Government is preferred, but not required.
- Vendor has a proven track record of excellent customer service.
- Vendor has the willingness and ability to be flexible for the client.

**Submission:**

Proposals should be submitted to [procurement@crdfglobal.org](mailto:procurement@crdfglobal.org), no later than **5:00 PM EST, August 8, 2018**.

Proposals should be submitted as electronic documents in PDF or Word format (Excluding the [RFP Submission Form](#), which needs to be submitted in its original Excel format).

**Background:**

Founded in 1995, CRDF Global is an independent nonprofit organization that promotes international scientific and technical collaboration through grants, technical resources, training, and services. Based in Arlington, Virginia with offices in the Eurasia and MENA regions, CRDF Global works with more than 40 countries in the Middle East, North Africa, Eurasia, and Asia. We specialize in bringing isolated scientific communities into the scientific mainstream through a variety of science engagement and capacity-building programs. CRDF Global encourages science cooperation between countries where official relations are strained.

More information is available at [www.crdglobal.org](http://www.crdglobal.org).