

REQUEST FOR PROPOSAL

SUBMISSION DEADLINE
5:00 PM CST, May 10, 2024

RFP TITLE: TECHNICAL ASSISTANCE IN THE AMERICAS REGION

CONTACT: Name: **Daniel Hernandez** Email: americasrfp@ussec.org

PROPOSAL DEADLINE: 5:00 PM CST, May 10, 2024

INTRODUCTION:

Through a global network of international offices and strong support in the U.S., the U.S. Soybean Export Council (USSEC) helps build a preference for U.S. soybeans and soybean products, advocates for the use of soy in feed, aquaculture, and human consumption, promotes the benefits of soy use through education and connects industry leaders through a robust membership program.

PURPOSE OF RFP:

USSEC's standard practice is to issue a request for proposals (RFP) every three years in an open and competitive manner. This type of bidding will assist in determining the fair market value for the work to be performed and allows USSEC the opportunity to evaluate various proposals and select the best contractor for the job based on experience, availability, expertise, approach, and cost.

The purpose of this RFP is to identify qualified contractors to deliver comprehensive technical assistance to key stakeholders in the Americas Region. This assistance will be provided both in-person and virtually, ensuring accessibility and flexibility for all participants involved.

Through this RFP, USSEC endeavors to assemble a cohort of proficient technicians capable of providing targeted assistance to the selected companies. These experts will collaborate closely with the stakeholders, offering tailored guidance, implementing innovative solutions, and fostering knowledge exchange to catalyze sustainable growth and development within the soybean sector.

BACKGROUND & PURPOSE OF PROJECT:

Technical assistance has become a vital pillar of support in programs dedicated to strengthening the resilience and competitiveness of the soybean industry throughout the Americas Region. Recognizing the evolving dynamics of the market, USSEC has continually prioritized technical assistance initiatives to address the specific challenges faced by stakeholders within this vital sector.

Through this RFP, USSEC endeavors to assemble a cohort of proficient technicians capable of providing targeted assistance to the selected companies. These experts will collaborate closely with the stakeholders, offering tailored guidance, implementing innovative solutions, and fostering knowledge exchange to catalyze sustainable growth and development within the soybean sector.

TARGET AUDIENCE:

Key Stakeholders within the Americas Region, encompassing the following countries: Colombia, Costa Rica, Chile, Dominican Republic, Ecuador, El Salvador, Guatemala, Honduras, Jamaica, Mexico, Nicaragua, Panama, Peru, and Venezuela.

SCOPE (SERVICES) OF WORK:

Contractor will provide in-person technical services & virtual follow up to key customers selected by USSEC in the Americas region upon request on the following topics:

- Reception of ingredients (ingredient specifications, sampling, and quality control- bromatological and mycotoxins)
- Storage of ingredients
- Grinding and the importance of particle size in the performance of monogastric
- Weighing and Mixing – evaluation of mixing uniformity and how to fix mixing problems.
- Conditioning and Pelletizing – effect of pellet quality on yield and how to improve pellet quality.
- Chilling and crumbling – importance of crumble quality during the first week
- Post Pellet liquid application systems.
- Downloading and distribution

DELIVERABLES:

Completion Date	Description of Deliverables
June 1 st - September 30 th , 2024	<ul style="list-style-type: none">• Provide in-person & virtual technical assistance to key customers selected by USSEC
No later than 30 days after travel incurs within contract terms	<ul style="list-style-type: none">• Provide Accountant Manager with CC to Market Lead with:<ol style="list-style-type: none">1. Agenda (If any)2. Final report of Technical Assistance3. Presentation in PPT (If any)4. USSEC Travel Expense Report (in USSEC Template)5. USSEC Travel Mission Report (in USSEC Template)6. 6. Electronic Copy of all tickets & Vouchers

PROJECT TIMELINE:

Our expectation is projected to last from June 1st 2024, to September 30, 2024

RFP TIMELINE:

- **RFP Distribution:** April 19, 2024
- **Project Proposals Due:** May 10, 2024, by 5:00PM Central Time
- **Prospective Contractors Notified By:** May 15, 2024,

INSTRUCTIONS:

Proposals must contain at a minimum the specific criteria listed below:

1. Please email the proposal to americasrfp@ussec.org by May 10, 2024 5:00PM Central Time
2. A description of Prospective Contractor's capabilities, resources, and experience. Emphasis should be placed on experience related to this RFP.
3. A thorough proposal outlining Prospective Contractors' planned work, deliverables, and timeline to complete the work.
4. Resumes for each of the Prospective Contractor's personnel assigned to work directly on the implementation of the contract.
5. Provide a minimum of two names and contact information for other similarly sized clients for reference purposes.
6. Detailed Budget – Breakout of the fees
7. All bids for services must provide a breakout of how the fee was derived, including but not limited to, a breakdown of a daily fee and the approximate number of days anticipated to execute the work.
8. Proposals should be no longer than 10 pages (8 ½" x 11").

NOTES:

- Prospective Contractors are hereby notified that proposals will be duplicated for internal review only. Every effort will be made to maintain confidentiality of all information presented. The appropriate representatives from staff and legal counsel will review proposals. Proposals will not be returned.
- USSEC reserves the right to retain all proposals submitted. Submission of a proposal indicates acceptance by the submitter of the conditions contained in the request for proposal, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between USSEC and the contractor selected.
- Confidentiality - Without USSEC's prior written consent, Prospective Contractors and its officers, employees, agents, representatives, affiliates, and subcontractors shall not disclose to any third party any documents, materials, or information that the Prospective Contractors learns from or is provided in relation to the RFP request.
- During the evaluation process, USSEC reserves the right to request additional information or clarifications from proposers, or to allow corrections of errors and omissions.

- USSEC reserves the right to reject any proposal that is in any way inconsistent or irregular. USSEC also reserves the right to waive proposal defects or deficiencies, to request additional information, and/or to negotiate with the Prospective Contractor regarding the proposal.
- Prospective Contractor agrees that Fees are in lieu of any and all other benefits, including, but not limited to, repayment of any and all taxes related to contractor service fees, health and life insurance, administrative costs and vacation.
- Prospective Contractor agrees that any income taxes, value added taxes or any other form of direct or indirect taxes on compensation paid under the contract shall be paid by Contractor and not by USSEC or Funding Sources.
 - Prior to any payment to a Contractor, a contractor must provide a W-9, W-8, or W-8BEN upon agreement signature.
- Non-Competition. Contractor shall not act as agent or representative for any product or service directly or indirectly competitive with U.S. soybeans or soybean products for the length of the contract.
- USSEC and Prospective Contractor agrees to comply with the provisions of Equal Employment Opportunity (EEO). USSEC provides EEO to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local

Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 {voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. USDA is an equal opportunity provider, employer, and lender.

Civil Rights Clause

Contractor agrees that during the performance of this Agreement it will not discriminate against any employee or applicant for employment because of race, color, religion, gender, national origin, age, disability, political beliefs, sexual orientation, marital or family status, parental status or protected genetic information. Contractor further agrees that it will fully comply with any and all applicable Federal, State and local equal employment opportunity statutes, ordinances and regulations, including, without limitation, Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, the Age Discrimination in Employment Act of 1967, and the Equal Pay Act of 1963.

Nothing in this section shall require Contractor to comply with or become liable under any law, ordinance, regulation or rule that does not otherwise apply to Contractor.