

Request for Proposals

for:

**Production of short videos of events in Libya**

ABA Rule of Law Initiative

September 2021

Table of Contents

Bid Timeline

1. General Information
2. Proposal Requirements
3. Criteria for Selection
4. Specifications and Work Statement

Appendix A: Bidder Response Sheet

Appendix B: Budget Template

Bid Timetable

The ABA will make every effort to adhere to the following schedule (all deadlines are COB Washington DC time):

|  |  |  |
| --- | --- | --- |
| Activity | Responsibility | Date |
| RFP distributed via e-mail to bidders, and uploaded to job posting platforms | ABA | 28 September |
| Deadline to submit clarifying questions via e-mail to Lauren.Loveland@americanbar.org With cc. to kora.andrieu@abaroli.org  | Bidders | 29 September |
| Deadline for distribution of answers to questions | ABA | 30 September |
| Electronic proposals must be received by Lauren.Loveland@americanbar.org With a cc. to kora.andrieu@abaroli.org  | Bidders | 2 October  |
| Winning bid selected and bidders notified of result | ABA |  3 October |
| Planned contract effective date | ABA | 5 October  |

1. **General Information**
	1. **Purpose.** This request for proposal (RFP) provides to those interested in submitting proposals (“Bidders”) sufficient information to enable them to prepare and submit proposals for the Rule of Law Initiative Libya’s consideration on behalf of the American Bar Association.
	2. **Issuing Department.** The Rule of Law Initiative Libya has issued this RFP on behalf of the American Bar Association. The sole point of contact in the ABA for the RFP shall be Lauren Loveland, lauren.loveland@americanbar.org , the issuing employee for this RFP. Please refer all inquiries to the issuing employee, with a cc. to Kora Andrieu, kora.andrieu@abaroli.org
	3. **Program Deliverables:** Program deliverables in this subcontract will be: (a) Produce short videos (less than 2 minutes) of events organized by ABA in different locations across Libya, including interviews of participants, for sharing on social media platforms.
	4. **Type of Contract.** The contract must comply with the ABA Contract Policy and will be reviewed by the ABA’s General Counsel’s Office. ABA entities do not have separate legal standing to enter into oral or written contracts in their own names. All contracts are entered into on behalf of the American Bar Association. The issuing department, in its sole discretion, may undertake negotiations with Bidders whose proposal, in the judgment of the issuing department, show them to be qualified, responsible and capable of performing the project or providing the goods. **Only staff members authorized by the ABA Executive Director and Chief Operating Officer have authority to execute contractual agreements on behalf of the ABA.**
	5. **Rejection of Proposals.** The issuing employee reserves the right, in their sole and complete discretion, to reject any proposal received as a result of this RFP.
	6. **Incurring of Costs.** The ABA is not liable for any costs the Bidder incurs in preparation and submission of its proposal, in participating in the RFP process or in anticipation of the award of the contract.
	7. **Questions and Answers.** If a Bidder has any questions regarding this RFP, the Bidder must submit the questions by email to the issuing employee named in Section 1.2 of the RFP. If the Bidder has questions, they must be submitted via email no later than the date indicated on the Bid Timetable. The Bidder shall not attempt to contact the issuing employee by any other means. All questions and all answers will be provided to all Bidders by the deadline date indicated on the Bid Timetable.
	8. **Response Date.** To be considered for selection, electronic submission must arrive to the issuing employee on the date specified in the Bid Timetable.
	9. **Proposals.** To be considered, Bidders should submit a complete response to this RFP, using the format provided in Section 2.0, providing an electronic copy in PDF format to the issuing employee. The Bidder shall make no other distribution of its proposal to any other Bidder or ABA employee or ABA consultant. An official authorized to bind the Bidder to its provisions must sign the proposal in Appendix A. For this RFP, the proposal must remain valid until a contract is fully executed. If the issuing employee selects the Bidder’s proposal for award, the contents of the selected Bidder’s proposal will become, except to the extent the contents are changed through Best and Final Offers or negotiations, contractual obligations.
	10. **Discussions for Clarification.** Bidders may be required to make an oral or written clarification to their proposals to the issuing employee to ensure thorough mutual understanding and Bidder responsiveness to the solicitation requirements. The issuing employee will initiate requests for clarification.
	11. **Prime Contractor Responsibilities.** The contract will require the selected Bidder to assume responsibility for all services offered in its proposal whether it produces them itself or by subcontract. The issuing employee will consider the selected Bidder to be the sole point of contact with regard to contractual matters.
	12. **Proposal Contents.** Bidders should not label proposal submissions as confidential or proprietary. The issuing employee will hold all proposals in confidence and will not reveal or discuss any proposal with competitors for the contract, unless disclosure is required:
2. Under the provisions of any State or United States statute or regulation; or
3. By rule or order of any court of competent jurisdiction.

All material submitted with the proposal becomes the property of the ABA and may be returned only at the issuing employee’s option. The issuing employee, in its sole discretion, may include any person other than competing Bidders on its proposal evaluation committee. The issuing employee has the right to use any or all ideas presented in any proposal regardless of whether the proposal becomes part of a contract.

* 1. **Best and Final Offers.** The issuing employee reserves the right to conduct discussions with Bidders for obtaining “best and final offers.” To obtain best and final offers from Bidders, the issuing department may do one or more of the following: enter into pre-selection negotiations; schedule oral presentations; and request revised proposals.
	2. **Term of Contract.** The term of the contract will commence on the Effective Date and will end as determined by the project timeline provided in the bid. The Effective Date will be 18 August 2021 or the date of countersignature, whichever is later. The selected Bidder shall not start the performance of any work prior to the effective date of the contract and the ABA shall not be liable to pay the selected Bidder for any service or work performed or expenses incurred before the effective date of the contract. The contract is not considered approved until the terms have been reviewed and approved by the Office of General Counsel. An “American Bar Association Office of General Counsel” approval seal will appear on the contract with the signature of the attorney approving the terms of the contract.
	3. **Use of Electronic Versions of this RFP.** This RFP is being made available by electronic means. If a Bidder electronically accepts the RFP, the Bidder acknowledges and accepts full responsibility to ensure that no changes are made to the RFP.

**Proposal Requirements**

* 1. **Statement of the Services.** Briefly state your understanding of the services required by the RFP. Include a high-level management summary of how your company will effectively satisfy the services required.
	2. **Proposed Approach.** Describe your approach in detail for accomplishing the work as specified in Section 3.0 of this document. This document should be as detailed and comprehensive as possible.
	3. **Price Submittal.** Bidders must not include any assumptions in their price submittals. If the Bidder includes assumptions in its price submittal, the issuing employee may reject the proposal. All prices must be included so that the total spending required by the ABA is clearly defined.
1. **Criteria for Selection**
	1. **Mandatory Responsiveness Requirements.** To be eligible for selection, a proposal must:
2. Be received according to the dates set in the Bid Timetable;
3. Be properly signed by a representative of the Bidder who is eligible to bind them in contract with the ABA;
4. Be in accordance with all instructions as set forth herein.
	1. **Technically Nonconforming Proposals.** The issuing employee reserves the right, in its sole discretion, to waive technical or immaterial nonconformities in a Bidder’s proposal.
	2. **Criteria for Selection.** The following criteria will be used, in no particular order, in evaluating each proposal:
		1. Planned approach to accomplish project activities and approach in accordance with Section 3 of this RFP;
		2. Existing organizational capacity to support the proposed activities;
		3. Experience working carrying out similar work in Libya;
		4. Capacity to implement immediately; and
		5. Overall value and reasonableness of cost
5. **Activities and Approach:**

Program deliverables under this subcontract are described in section 1.3. Contractor should describe the Activities it will undertake to accomplish these deliverables, including:

* 1. Capacity to travel to various locations across Libya in order to film ABA’s events;
	2. Production and montage of footages;
	3. Final video (less than 2 minutes) including interview footages and subtitles in English and Arabic, in line with ABA’s visual identity, provided for dissemination on social media.
1. **Organizational Capacity Statement:** Contractor should describe its organizational capacity to carry out the work in this RFP, with focus on its experience working in Libya since 2011, including with international organizations, in the media and social media landscape; expertise in video production and montage.
2. **Budget:** Contractor must provide a line-item budget for all activities under this program. The budget should include the following major cost-categories: (1) Personnel, including individual positions; (2) Supplies; (3) Contractual; (5) Indirect costs, including travel and accommodation to locations across Libya. *Please include cost per video in East, South and West Libya.*

**Appendix A – Bidder Response Sheet**

American Bar Association

|  |
| --- |
| **Bidder Information:** |
| Bidder Name |  |
| Bidder Mailing Address |  |
| Bidder Website |  |
| Bidder Contact Person |  |
| Contact Person’s Phone Number |  |
| Contact Person’s Email Address |  |
| Bidder US Federal ID Number if applicable |  |

|  |
| --- |
| **Signature:** |
| Signature of an official authorized to bind the Bidder to the provisions contained in the Bidder’s proposal: |  |
| Printed Name |  |
| Title |  |

Failure to complete, sign and return this form with the bidder’s proposal may result in the rejection of the bidder’s proposal.