

Request for Quotation
RFQ # 2004-15
USAID Model Court Initiative
for Provision of Strategic Planning Services
Date: November 18, 2021

Checchi and Company Consulting, Inc. (part of Dexis Consulting Group) requests a quote for pricing of potential provision of Strategic Planning Services, as outlined below:

BACKGROUND

Checchi and Company Consulting, Inc. (Checchi), an international consulting company based in USA, is currently implementing the USAID-funded **Model Court Initiative (MCI)** project in Moldova. The Project is a three-year effort to improve the performance of courts in delivering quality justice services and to improve the connection between courts, communities, and system users. The Model Court Initiative works toward two Objectives: 1) identifying and supporting Moldovan courts in achieving and maintaining Model Court status through improved services to the public; and 2) supplementary national assistance to facilitate changes needed to improve performance at the individual court level.

To attain the two objectives mentioned above, the Project will assist two district Pilot Model Courts (PMCs) in implementing quality management standards. To this end, the Project will support the selected PMCs in drafting their Strategic Development Plans focused on providing people-centered justice services. In particular, the strategic planning process will imply identifying PMC needs, problems, and challenges, as well as defining the courts' vision, mission, goals, objectives, and strategic priorities.

INSTRUCTIONS TO OFFERORS

With this RFQ, Checchi is soliciting offers from local companies to provide Strategic Planning Services, in accordance with the specifications set forth below.

Offerors are responsible for ensuring that their offers are received by Checchi in accordance with the instructions, terms, and conditions described in this RFQ. Failure to adhere with instructions described in this RFQ may lead to disqualification of an offer from consideration.

Offer Submission Deadline

Offers must be received no later than **December 10, 2021, 23:59 Chisinau time**. Proposals received after the deadline may not be considered.

Submission of Offers

All offers must be submitted electronically to the following email address: moldova@dexisonline.com, mentioning the title Strategic Planning Services (RFQ # 2004-15) in the subject line. Any email that does not contain the mentioned title will be automatically discarded.

Questions and Clarifications

All questions and clarifications regarding this RFQ must be submitted in writing to moldova@dexisonline.com no later than **December 07, 2021, 18:00 Chisinau time**. All correspondence must provide reference to the RFQ number. Questions and clarifications that may be of interest to other bidders, will be circulated to all parties that submitted the questions.

Only the written answers issued by Checchi will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of Checchi or any other entity should not be considered as an official response to any questions regarding this RFQ.

Required Documentation

- Company CV in English to highlight the previous experience that makes the applying company the most suitable for the award of the advertised contract, as well as the availability of human and technical resources to complete the requirements of this RFQ;
- Consultant(s)' CV(s) in English to prove previous experience that makes him(her)/them most suitable candidate(s) for the required deliverables;
- Financial Proposal (in the format see table below with **Expected Deliverables**);
- At least three recommendation letters for the company and at least three references (contacts) for each consultant;
- Samples of previous documents produced by the company and consultant(s).

Offerors are requested to provide quotations on their official quotation format or letterhead with the company's contact name and address.

Source/Nationality / Origin

Only firms legally registered in Moldova may submit an offer in response to this RFQ.

All services offered in response to this RFQ or supplied under any resulting award must meet **USAID Geographic Code 937** and **110** in accordance with the United States Code of Federal Regulations (CFR), 22 CFR §228. The cooperating country for this RFQ is Moldova.

Quotations

Prices must be quoted as showing unit prices and total prices. No taxes or fees are to be added. Checchi is VAT-exempt. Offers must clearly list all the items, indicate unit prices, quantities and total price. Quotations must be expressed as fixed price, in Moldovan lei (MDL).

Validity Period

Offers must be valid for a minimum of sixty (60) calendar days after the offer deadline.

Negotiations

It is expected that awards will be made based on submitted offers. However, Checchi reserves the right to conduct negotiations and request clarifications prior to awarding the contract.

Basis for Award

The award will be made to an offeror whose offer is compliant with RFQ instructions and is evaluated as the most advantageous for Checchi.

Terms and Conditions

The award is subject to Checchi's standard terms and conditions. Please note that Checchi standard payment terms are ten (10) banking business days upon receipt of the complete documentation after acceptance of the deliverables. No advance payments are possible.

TECHICAL REQUIREMENTS

The selected local company will provide consulting services, which include facilitation of the strategic planning process, and drafting and presentation of two Strategic Development Plans for and in close cooperation with the two PMCs.

The facilitation of the strategic planning process should allow PMC management to reflect upon the current environment and think about where it would like to see the court positioned in future. The Strategic Development Plan should enable the court to clearly articulate and communicate its most important priorities to the PMC judges, senior managers, and staff as well as its partners in justice, and the general public.

The contracted local company will be responsible for the following:

- Develop and submit a detailed action plan, including the scope and methodology of the strategic development process in the two PMCs;
- Assess and analyze PMCs environment through document review, including the current Court Improvement Plans implemented by PMCs, and discussion with PMC and Project teams;
- Conduct SWOT analysis, identify critical gaps and strategic opportunities through interviews and meetings;
- Assist the PMCs in identifying strategic priorities and answer key organizational questions;
- Assist PMCs in identifying and defining the vision, mission, and values of the courts, as well as goals and objectives of the PMCs strategic development;
- Support PMCs in designing appropriate systems for Monitoring and Evaluation of the Strategic Development Plans;
- Draft Strategic Development Plans for the two PMCs;
- Discuss the Strategic Development Plans with the PMCs and adjust them to the PMCs feedback.

The administrative costs for renting meeting facilities, delivering coffee breaks, lunches, printing of meeting materials, and other logistical costs will be supported by Model Court Initiative. The selected company will cover the consultant’s fees and travel expenses to the two district PMCs.

Expected Deliverables

Based on the above-mentioned criteria, Checchi is soliciting quotations from qualified companies for strategic development planning services that include the following deliverables:

#	Deliverables	Quantity	Tentative plan of deadlines	Unit price, MDL (VAT exclusive)	Total price, MDL (VAT exclusive)
1.	Action Plan that will guide the process of developing the contract deliverables	1	Jan. 10, 2022		
2.	Desk review of PMC-related documents, including, but not limited to the Court Improvement Plan, PMC self-assessment, court user survey results	1	Jan. 24, 2022		
3.	Meetings with PMCs to discuss steps in the process of strategic development planning	2	Feb. 04, 2022		
4.	SWOT analysis describing gaps and opportunities to serve as the foundation for the Strategic Development Plan	1	Feb. 18, 2022		
5.	Draft Strategic Development Plans for the two PMCs	2	Mar. 18, 2022		
6.	Final Strategic Development Plans for the two PMCs	2	Apr. 08, 2022		
7.	Written report on conducted activities and further recommended actions for the PMCs	1	Apr. 15, 2022		
TOTAL:					

It is expected that the contracted company shall begin work in January 2022 with work being completed in April 2022. Model Court Initiative team will require at least five (5) days for reviewing and approving the deliverables.

The deliverables shall be developed in Romanian. The written report should be provided in English.

Eligibility Criteria

Successful offerors must have the following:

for Companies

1. Officially registered legal entities, including non-governmental organizations, as per Republic of Moldova's regulations with full capacity to act;
2. At least three years of work-related experience in developing strategic planning documents for public sector;
3. Demonstrated availability of technical and human resources for successful implementation of the assignment;
4. Previous experience in working with USAID Mission in Moldova, or USAID-funded projects or international organizations and projects, as well as justice sector state institutions will be considered as an asset.

for Consultants

1. At least 3 years of work-related experience in developing strategic documents for the public sector;
2. Graduate Degree or Professional studies in Law, Management or related fields;
3. Excellent verbal and written communication skills;
4. Fluency in Romanian;
5. Strong facilitation skills;
6. Strong interpersonal skills;
7. Ability to deliver timely and high-quality results under tight deadlines;
8. Excellent attention to detail;
9. Excellent ability to follow instructions;
10. Working experience with USAID or other foreign donors would be an advantage;
11. Working experience with the justice system or Moldovan public institutions would be an advantage.

Evaluation of Quotations

Evaluation of offers will be performed according to the following evaluation criteria:

#	CATEGORY	POINTS
1.	Relevant experience and proved expertise <ul style="list-style-type: none">• Minimum three years of successful work experience in providing strategic planning services (10 p.)• Examples of strategic plans developed by the company (40 p.)• The company's availability of technical and human resources for successful implementation of the assignment (10 p.)	60
2.	Quality of technical proposal <ul style="list-style-type: none">• The proposed quotation to this RFQ matches the requirements, deliverables set out in this document (10 p.)• The degree to which the Offeror, including consultant(s), demonstrates a very good professional reputation as evidenced by the recommendation letters and references (10 p.)	20
3.	Price	20
TOTAL SCORE:		100

NB: Each sub-criterion will receive points only when it is proved through confirming documents, materials, and/or documented experience.

The Offeror that receives the most review points will be recommended for a contract.