



ASLM/RFP/004/18

**Umbrella Request for Proposal (RFP)
For Selection of Consultants**

November 21, 2018

1 Acronyms

ASLM	African Society for laboratory Medicine
CDC	U.S. Centers for Disease Control and Prevention
EQA	External Quality Assurance
LQMS	Laboratory Quality Management System
MoA	Ministry of Agriculture – Ethiopia
RFP	Request for Proposals
SLIPTA	Stepwise Laboratory Quality Improvement Process Towards Accreditation
SOP	Standard Operating Procedures
SOW	Scope of Work

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3 Introduction:

The African Society for Laboratory Medicine (ASLM) is a Pan-African professional body, working to advocate for the critical role and needs of laboratory medicine and networks throughout Africa. Medical laboratories play a pivotal role in global disease diagnosis, surveillance, outbreak investigation, initiation and monitoring of therapy, as well as research and development. Unfortunately, medical laboratories in Africa are underdeveloped and cannot meet the testing demands of rapidly growing health delivery services in the 21st century. Inadequate resources and diagnostic services compromise the quality of patient care due to misdiagnosis and consequently under or over treatment of disease which presents significant economic and public health challenges.

ASLM through a cooperative agreement with the U.S. Centers for Disease Control and Prevention (CDC), Division of Global Health Protection and Security (DGHP) supports the capacity building and quality improvement of veterinary diagnostic laboratories in Ethiopia – as part of One Health Strategy to support countries for rapid preparedness and response to any pandemic.

ASLM works in close collaboration with governments, local and international organizations, implementing partners, and the private sector in African countries by focusing on four strategic goals:

- Strengthening the laboratory workforce by training and certifying laboratory professionals and clinicians through standardized frameworks
- Transforming laboratory testing quality by enrolling laboratories in quality improvement programs to achieve accreditation by international standards
- Developing strong, harmonized regulatory systems for diagnostic products as defined by the Global Harmonization Taskforce
- Building a network of national public health reference laboratories to improve early disease detection and collaborative research

4 RFP Objective:

The African Society for Laboratory Medicine (ASLM) is soliciting consultants and subject matter experts to facilitate training workshop in LQMS and ISO/IEC 17025:2017 standards to the veterinary diagnostic laboratories in Ethiopia. ASLM in collaboration with CDC-Ethiopia and Ministry of Agriculture (MoA) – Ethiopia planned to conduct Laboratory Quality Management System training course from 17- 28 December, 2018 in Hawassa, Ethiopia.

This announcement has scope of work and an approximate budget. In your proposal, kindly indicate the timeline in which week you are proposing to facilitate training sessions.

5 Scope or Work:

The LQMS training course is planned for two weeks – in the first week, 18 modules on basic LQMS will be facilitated; while in the second week the following additional modules will be facilitated with more hands on exercises – ISO/IEC 17025:2017, Development and revision of Laboratory Quality Manual, Document and record management, Personnel management, Root cause analysis and development of C/P Actions, Internal auditing and EQA participation, and Sample management system.

Scope of Work:

- Develop training modules

- Facilitate sessions as per the training agenda
- Assist the planning of Improvement Projects
- Evaluating the performance of participants
- Writing reports

Deliverable:

- Finalized Training Modules and teaching aids
- Training report

Period of performance: End of December 2018

Approximate total budget per consultant: \$2,777.00

N.B. This consultancy shall be paid on a task basis and is NOT a monthly consultancy; as such it shall be paid as and when the assigned tasks are undertaken. Prior the travel, ASLM would transfer the travel advance payment for only daily subsistence and transport.

6 Application comments

A potential consultant shall submit proposal based on this announcement. Final selection each consultant will be based on technical competence, cost and other considerations as deemed necessary by the scope of work.

ASLM shall enter into a contract with the selected consultant. Duration of contracts shall be up to a maximum of 1 month, falling within the CDC Funding year cycles of 1st October to 30th September of following year. Contracts may be renewed depending on the performance of the contractor by ASLM and continuity of the work as well as on availability of funding for the work. The review shall include checking deliverables in relation to the scope of work and feedback from target veterinary laboratories, MoA-Ethiopia and other implementing partners on performance of contractor.

7 Instructions for submitting proposals

- A. The format of the submission, in response to this RFP, must include, but not limited, to the following:
- i. Background on the organization/individual and staffing qualifications and experience. Indicate how these qualifications and experience relate to the proposed functional areas applied for. Where the organization is affiliated/has partnerships with other institutions, a description of how this will result in effective implementation of the proposed areas of work should be included.
 - ii. A description of the Respondent's work history (experience) with similar projects in the past five (5) years (Capability Statement). This should include, but not limited to, a narrative description of the principal results achieved, how they were achieved and how those results related to the problem statement being addressed.
 - iii. How the Respondent proposes to accomplish the functional area (s). Include specific objectives and activities that will be done under each objective
 - iv. Expected outcomes and impact
- B. Completed proposals shall consist of typewritten pages utilizing 12" font typing. A maximum of 10 pages for the proposal is allowed
- C. The authorized individual representing the **Respondent** will sign and date the proposal cover sheet. The signatory agent's printed name, title, name of the organization, address, phone and fax numbers and email

address must be provided. Failure to provide a signed copy of the affirmation statement below will cause for the proposal not to be considered.

I affirm that the information within this proposal, to the best of my knowledge, is true and accurate.

Further, I am duly authorized to sign and submit this proposal on behalf of this agency. I fully affirm and understand that failure to meet the requirements of this proposal at the submitted price may result in my organization's contract being terminated.

- D. Include at least two (2) current references and their contact information from organizations that have used Respondent's services within the last twelve (12) months.
- E. Send your completed application by email to the point of contact indicated below till **28 November 2018 (11:59 pm East African Time)**.

Point of contact

Direct any written questions or request for information about this RFP to:

Teferi Mekonen

Program Manager - GHSA

Email: tmekonen@aslm.org

Phone Number: +251-115-571030

8 Evaluation and Award Process

A team of ASLM staff and outside experts will evaluate the applications based on preset standards relevant to the specific project and its correlation with the RFP objectives. An evaluation matrix with assigned weighted numerical values will be used to rate each applicant. The following represents some, not all, of the criteria that will be used to the assessed feasibility of each Respondent.

1. Does the organization / individual have the right skill set and expertise to accomplish the required assignments?
2. Does the organization / individual demonstrate adequate and verifiable past experience in similar projects?
3. Is the Respondent's proposed activities (strategy of implementation) current, feasible and cost effective?
4. Are the proposed outcomes measurable and feasible?
5. Did the application include references that attest to the Respondents personal and professional integrity and competency?
6. Did the Respondent demonstrate knowledge of ASLM's project needs and objectives?

ASLM reserves the right (but is not under obligation to do so) to enter into discussions with one or more Respondents in order to obtain clarifications or additional details, to suggest service delivery refinements in the proposal or other aspects of the proposal, or to negotiate the cost proposal. Formal notification to award the contract and the actual execution of the contract are subject to receipt of funds from the US Centers for Disease Control and Prevention.

Each Respondent submitting a proposal will be notified in writing or via e-mail of ASLM's decision concerning their proposal. Should you or your organization be recommended for acceptance, the contract shall be effective on the contract execution date and shall run until December 31, 2018. All work must be scheduled and completed within the contract period timeframe. Any modifications or extensions must be negotiated in advance, and submitted to ASLM for review and approval. The selected Respondent's proposal, and any subsequent material submitted in response to requests for additional information, will become the basis of contractual agreements with said Respondent.

9 Contractual Terms and Conditions

Responses must be in accordance with the guidelines as specified in this RFP. This RFP does not commit ASLM to accept any proposals submitted, nor is ASLM responsible for any costs incurred in the preparation of responses to this RFP. All materials submitted in response to this RFP or developed during the life of the contract will become the property of ASLM. The detailed itemized budget must be submitted in US dollars and will be evaluated in terms of best value to ASLM.

ASLM reserves the right to delay, amend, reissue or cancel all or part of this RFP at any time without prior notice. ASLM discourages ex parte communication with any Board member, the public and/or staff member after the deadline for the receipt of proposals. ASLM will be under no obligation to reveal, or discuss with any Respondent on how a proposal was assessed, or to provide any other information relative to the selection process. Respondents whose proposals are not selected will be notified in writing and shall have no claim whatsoever for any kind of compensation.