

**Procurement Analysis Worksheet**

***Instructions:*** Read and complete the following steps.

1. Review the procurement carefully.
2. Fill-out the underlined sections below to ensure you do not miss any critical information or instructions. The sections below have been completed for you with information from a sample procurement as a reference.

General Information

* Project Name: Unidad Local de Asistencia Tecnica (ULAT)
* Project Country: Honduras
* Length of project: 4 years
* Budget: $6.5 Million USD

Deadlines

* Questions due date: September 28 writing via e-mail only to ahonduras@usaid.gov
* Proposal due date: Monday, November 1, 2010 at 4:30pm Honduras local time

Proposal Specifications

* Technical proposal is limited to 40 pages (This includes table, chart, graph, etc.)
* Singled-space
* English

Evaluation Factors

* The proposal will be evaluated either as Outstanding, Better, Acceptable, Marginal or as Unacceptable

Evaluation Criteria (in descending order of importance)

1. Technical approach
2. Management Plan and Personnel
3. Institutional Capacity and Past Performance
4. Gender Integration

Technical Approach (listed in descending order of importance)

1. Innovation
2. Feasibility
3. Sustainability
4. Gender considerations

Management Plan and Personnel (4 sub-factors)

1. Clearly defined roles and responsibilities
2. Use of local organizations as sub-partners
3. Efficient oversight of partners
4. Quality and mix of staffing

Institutional Capacity and Past Performance (3 sub-factors)

1. Recent and relevant technical experience
2. Recent and relevant field experience
3. Quality of performance in similar programs

Gender Integration

1. Sound analysis
2. Feasibility
3. Innovation
4. Measurability

Required Key Personnel

* One COP
* One DCOP
* Three Senior Technical Advisors
* One Administrator position

Delivery Instructions

* An original and three (3) copies of the Technical Proposal are required. An original and three (3) copies of the Cost/Business Proposal are required.
* Proposals shall be delivered to the following addresses: oaahonduras@usaid.gov. or via Courier Service. Include a fax copy to William Buckhold, fax: (202) 216-3058
* The offeror should submit the proposal either:
	1. Electronically: Internet email with up to 3 attachments (2MB limit) per email compatible with MS WORD, Excel and PDF. The address for the receipt of proposals is ahonduras@usaid.gov.
	2. Hand Delivery:

USAID/Honduras

Office of Acquisition and Assistance

In Front of American Embassy

Tegucigalpa, Honduras

Attention: Ms. Patricia Mulvany

1. Mail System:

USAID/Honduras

Office of Acquisition and Assistance

Avenida La Paz

Tegucigalpa, Honduras

Attention: Ms. Patricia Mulvan

Information on Past Performance

* The Past Performance References for similar activities shall be included as annex or attachment to the Program Strategy. pg. 99
* Past Performance Evaluation Table: Scope of work summary - Primary location of work - Term of performance - Dollar Value -Contract type & Number -COTR name COTR email address and Tel. No.