

## RFQ Technical Writer

### OVERVIEW

World Learning (WL) invites interested parties to submit quotes for technical writer services to support upcoming proposals. Successful applicants will be included on WL's Competed and Approved Contractor list. Once a contractor is on this list, World Learning staff *may* engage the contractor without formal competition. It is anticipated that WL will need the services of the technical writer in 2024 and beyond.

World Learning is a nonprofit organization advancing leadership in more than 100 countries. For more than 90 years, we have envisioned a just world driven by engaged citizens and thriving communities. To achieve this goal, we provide education, exchange, and development programs that empower people and strengthen institutions. To learn more about WL please visit [www.worldlearning.org](http://www.worldlearning.org).

This RFQ does not obligate World Learning to accept or contract for any expressed or implied services, nor does it oblige the contractor to accept or contract for any expressed or implied services. WL reserves the right to reject any or all quotes, to select multiple providers, and to waive irregularities in the submission process.

Responses to this RFQ should be emailed to [david.simpson@worldlearning.org](mailto:david.simpson@worldlearning.org) by 5:00 p.m. on Wednesday, August 14, 2024.

### DESCRIPTION OF NEEDS

World Learning (WL) is seeking rates for technical proposal writers to support USAID and other donor proposals. In addition, WL seeks support in conducting proposal research studies. World Learning's core technical areas include: basic education, youth workforce and entrepreneurship, civic engagement, TESOL (Teaching English to Speakers of Other Languages) (teaching English to speakers of other languages), and STEAM (Science, Technology, Engineering, Arts, and Math). Working closely with Senior Technical Specialists and other members of the proposal team, the technical proposal writer will design and write core elements of proposals. The technical proposal writer will participate in the technical design, assist with identifying and analyzing solutions to development challenges and participate in all stages of the proposal process

### REQUIRED QUOTE OF SERVICE

1. What is your daily rate for serving as a lead writer for proposals to USAID and other donors?
2. What is your daily rate for proposal research?

### RELATED QUESTIONS

1. What is your experience serving as a technical writer and conducting proposal research on USAID and other donor proposals?
2. Are you available for domestic travel? For international travel?
3. Where is your home base?
4. What are your notice requirements for the timing associated with the service requests for the lead writer and proposal research?
5. Do you have technical experience in any of the core WL technical areas?

6. Do you have a specialty in a region or country?
7. Do you have contacts with local organizations in a region or country?
8. What is your win rate on proposals?

### CRITERIA FOR INCLUSION ON THE COMPETED AND APPROVED CONTRACTORS LIST

Evaluation of the quotes will be based on the criteria listed below:

1. Capability and willingness to perform the Required Quote of Service (listed above)
2. Quality of Services
3. Competitive Rates
4. Certificate of Business Insurance

If your business qualifies in any of the following SBA-designated categories, please indicate in your response:

- Historically Under-Utilized Business (HUB) Zone Located,
- Minority Business Enterprise, Small Business – Self Certified,
- Small/Disadvantaged Business SBA 8(a) – Certified,
- Service-Disabled Veteran-Owned Business,
- Veteran-Owned Business, and
- Women-Owned Business.

#### References

For references, please include name, contact information, and your relationship with the reference.

- 1.
- 2.

### SUBMISSION INSTRUCTIONS

Submission should be submitted in electronic format with the following subject line: WL Procurement – Technical Writer Competed and Approved Contractors List. Please include the following documents as part of your proposal package:

- Completed Required Quote of Service including responses to questions.
- Resume/CV, relevant certifications.
- No less than two references that we may contact to verify capability and willingness to perform the required services.
- Writing sample.

Quotes should be emailed to david.simpson@worldlearning.org by 5:00 p.m. on Wednesday, August 14, 2024.

### CURRENT PROJECTS WITH WL

Existing agreements and bookings between World Learning and potential bidders, which predate this RFQ or subsequent selection, will be honored.

## QUESTIONS

Questions regarding this RFQ may be directed to David Simpson at david.simpson@worldlearning.org.

## NOTIFICATION

Successful bidder(s) will be notified following evaluation of all quotes – likely in September 2024 – and will be included on World Learning’s Competed and Approved Contractors List for up to 5 years. Upon addition to the Competed and Approved Contractors List, successful bidder(s) may be given immediate consideration for business. WL reserves the right to utilize multiple or different contractors from this RFQ if it is in the best interest of the program.

## PROVISIONS INCLUDED IN ALL AGREEMENTS

All contractors must agree to incorporate the following provisions into their operations.

1. Equal Employment Opportunity: All agreements shall contain a provision requiring compliance with E.O. 11246, “Equal Employment Opportunity,” as amended by E.O. 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and as supplemented by regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, and Department of Labor.”
2. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352): For all contracts or sub-grants of \$100,000 or more, WL shall obtain from the contractor a certification that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Likewise, since each tier provides such certifications to the tier above it, WL shall provide such certifications in all situations in which it acts as a sub-recipient of a sub-grant of \$100,000 or more.
3. Debarment and Suspension (E.O.s 12549 and 12689): For all agreements in excess of the small purchase threshold fixed at 41 U.S.C. 403(11) (currently \$100,000), WL shall obtain from the contractor a certification that neither the contractor nor any of its principal employees are listed on the General Services Administration’s List of Parties Excluded from Federal Procurement or Non-procurement Programs.