

EnCompass Request for Quotation No. RFQ-HR2021-001

Subject: Request for Quotation (RFQ) – Global Employer of Record

EnCompass LLC invites qualified firms to submit a quotation to provide support related to the implementation of US government and other donor-funded projects. The instructions for the preparation of quotations in response to this RFQ follow this letter.

Please note the following deadlines in responding to this Request for Quotation:

Questions, in a compiled singled file, must be submitted **electronically** to Kristin Deardorff kdeardorff@encompassworld.com no later than 11/30/2021. No questions via phone calls will be accepted.

Deadline for quotation submission is 12/3/2021.

In preparing your response, please note that proof of registration in SAM.gov as well as a Self-Certification documentation is attached. Please complete these documents and return it with your quotation.

Thank you for your interest in this work. We look forward to your response to this opportunity. Should you have any questions, please contact kdeardorff@encompassworld.com

Attachments:

1. Vendor Questionnaire
2. Proof of SAM.gov registration
3. Sample Agreement
4. Certification Regarding Prohibited Technology

QUOTATION PROCEDURES AND INSTRUCTIONS

The general procedures and instructions that an offeror is expected to follow in preparing a response are as follows:

Quotation Format and Content

Clarity and completeness are of the utmost importance. Your response must include:

1. Summary of Offeror's relevant capabilities with regards to the needs outlined in the Statement of Work
2. Proposed Price
3. Proof of SAM.gov registration and Completed Self-Certification document
4. Proposed Terms and Conditions

RFQ Schedule

Offeror Questions to EnCompass: 12:00PM EST 11/30/2021

EnCompass Responses to Questions to Offerors: 6:00PM EST 11/30/2021

Due Date for Quotations: 12:00PM EST 12/3/2021

Estimated Date of Award: 12/7/2021

Due Date

Your quotation is due electronically with all required signatures, no later than the date noted in the RFQ Schedule above. Please be advised that late or incomplete submissions may be considered non-responsive and may not be considered for award.

Anticipated Agreement Type

EnCompass intends to issue a Master Service Agreement, with Fixed Unit Price Orders for specific support need per EnCompass project.

Statement of Work

EnCompass partners with government and multilateral agencies, nonprofit organizations, and corporations around the world, offering thought leadership, diversity, and technical expertise in education, gender and inclusive development, global health, human rights, and food security. To keep up with our growing international expansion, EnCompass is seeking a reputable "Global Employer of Record" (EOR) to provide payroll, legal, HR, and compliance services for staff located in countries where we have no business entity.

Eligible EOR's must have their own local business entities (strongly preferred), or use trusted and thoroughly vetted local partners in countries around the world including, but not limited to, Lebanon, Uganda, Benin, Lesotho, Honduras, Ghana, Jordan, and Armenia.

The EOR will be responsible for:

- Preparing and issuing local employment contracts in the local language and English
- Managing payroll, legal, HR and compliance activities to:
 - Ensure international workers are adhering to local labor laws
 - Process payroll in local currency
 - Manage Foreign Exchange (FX) transactions
 - Report and file all payroll regulatory filings as required at periods dictated by local legislation
 - Manage timely onboarding/offboarding
 - Provide international HR compliance consulting
- Compiling statutory monthly/annual reports in compliance with Federal government auditing standards and criteria
- Assuming full liability as the legal employer
- Calculating employee gross salaries based on data provided by client and applicable local country requirements which may include:
 - Basic pay
 - Bonus
 - Commission
 - Holiday compensation
 - 13th & 14th month salaries (where applicable)
 - Pension schemes • Contributions
 - Other salary components due under employee contracts
 - Salary adjustments
 - Leave

Period of Performance

The period of performance for this procurement and resulting Master Service Agreement is one year, with the option of renewal.

Offeror's quotation should propose prices for the entire Period of Performance.

Quotation Validity Period

The Offeror's quotation will be considered valid for 60 days after submission.

Responsibility for Compliance with Legal Requirements

The offeror's products, services, and facilities shall be in full compliance with all applicable federal, and local laws, regulation, codes, standards, and ordinances, regardless of whether or not they are referred to by herein.

Quotation-Related Incurred Costs

Offerors are responsible for all costs incurred in preparing or responding to this RFQ. All materials and documents submitted in response to this RFQ become the property of EnCompass. This RFQ does not obligate EnCompass to compensate for costs associated with the preparation of an Offeror's quotation.

Reservation of Rights

EnCompass reserves the right to not issue an award based on quotations received in response to this RFQ. EnCompass reserves the right to cancel this procurement at any time without prior notice, and to reject any or all responses received.

Price Quotation

Offeror's quotation should include a summary of services with all associated costs, in addition to the EOR administrative fee, if applicable.

Past Performance References

Offerors will provide 3 examples of past performance activities similar in nature to the efforts identified in the Statement of Work. The offeror shall also provide a description of the services, name(s), e-mail addresses, and phone numbers of the customer(s) to whom the services were provided, dates and periods during which the indicated services were provided, and the extent and nature of services provided.

Evaluation Criteria

An award resulting from this RFQ will be made to the entity whose offer conforms to the RFQ and is the most advantageous when price and other factors are considered. The evaluation of the offers will include the following criteria (not in any order):

- The ability of the offeror to perform services within the timeframe specified.
- The price of the requested services.
- The degree of compliance to agreement terms set forth in this RFQ.
- Past performance with similar services, especially for Federal government

Anti-Kickback Act

Anti-Kickback Act of 1986 as referenced in FAR 52.203-7 is hereby incorporated into this Request for Quotation as a condition of acceptance. If you have reasonable grounds to believe that a violation, as described in Paragraph (b) of FAR 52.203-7 may have occurred, you should report this suspected violation to the EnCompass Director of Contracts.

Confidential Information

The RFQ attachments included and all subsequent documents sent in conjunction with this contain propriety and confidential information. Offerors acknowledges the propriety and confidential nature and assumes the following obligations. Such data and information ("Confidential Information") may be used by Offeror or its employees only for purposes of responding to this RFQ. Offeror shall maintain this information as confidential and use at least the same degree of care in safeguarding the Confidential Information as the party used in safeguarding its own confidential information.

Offeror's quotation or any other material must be marked "CONFIDENTIAL INFORMATION: Do not disclose" to each page of offeror's quotation that contains such proprietary information. The entire quotation or accompanying materials may not be marked as proprietary information. The Offeror agrees that EnCompass may use, copy and disclose any part of the quotation or materials except those which are clearly the proprietary information. Offerors consent to allow EnCompass to share the quotation and any confidential information, with third-party consultants and attorneys as

necessary to evaluate the quotations and make a offeror selection.

Prohibited Technology

The John S. McCain National Defense Authorization Act for fiscal year 2019 - section 889. EnCompass cannot use any equipment or services from specific companies, or their subsidiaries and affiliates, including Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, and Dahua Technology Company (“Covered Technology”). In response to this request for proposal, please do not provide a quote which includes any Covered Technology. Any quote which includes Covered Technology will be deemed non-responsive. Additionally, if the United States Government is the source of funds for this RFQ, the resulting Supplier shall not provide any equipment, system, or service that uses Covered Technology as a substantial or essential component.

Agreement

The terms and conditions of the EnCompass prime contract will be incorporated into the agreement The project is through a Federally funded contract, and additional terms and conditions will apply to any Subcontract awarded. These additional terms may be Federal Acquisition Regulations (FAR) as well as agency-specific flow down terms and conditions.

ENCOMPASS SUBCONTRACTOR/VENDOR QUESTIONNAIRE					
Check One:		<input type="checkbox"/> New [a completed W-9 or W-8 must accompany this form] <input type="checkbox"/> Address Change			
SUBCONTRACTOR/VENDOR PROFILE AND CAPABILITIES					
DUNS No.:	Legal Name of entity: Enter legal name Doing Business As (if applicable):			1099 Reportable? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have:	<input type="checkbox"/> Employer Identification No. (EIN) <u>OR</u> _____			<input type="checkbox"/> Social Security Number _____	
Legal Status: (check one)	<input type="checkbox"/> Corporate (not tax exempt) <input type="checkbox"/> Corporate (tax exempt) <input type="checkbox"/> Partnership			<input type="checkbox"/> International Organization (per 26 CFR 1.6049-4) <input type="checkbox"/> Individual/Sole Proprietorship or single-member LLC <input type="checkbox"/> Other:	
Type of Business:	<input type="checkbox"/> Consultant/SME <input type="checkbox"/> Service Company <input type="checkbox"/> International Consultant/SME			<input type="checkbox"/> Staffing Company/Contract Labor <input type="checkbox"/> Other:	
Consultants Only:	Have you had clients over the last 12 months? <input type="checkbox"/> Yes <input type="checkbox"/> No			If Yes, please list 3 recent clients:	
Individuals/Sole Proprietor Only	Individual/Sole Proprietor <input type="checkbox"/> is <input type="checkbox"/> is NOT a: <input type="checkbox"/> CURRENT or <input type="checkbox"/> FORMER employee of any U.S. Government entity or International Government entity				
Government Employment:	If yes, please specify: Current/Former Government Employer: _____ Separation Date (If Former): _____				
Are you able to receive US Dollars (USD) through your bank?			<input type="checkbox"/> Yes <input type="checkbox"/> No		
PAYMENT ADDRESS			AGREEMENT ADDRESS		<input type="checkbox"/> SAME AS REMIT ADDRESS
Street Address:			Street Address:		
City:	State:	Zip/Postal Code	City:	State:	Zip/Postal Code
Country:			Country:		
Accounts Receivable Contact Name:	Telephone No:		Contract Contact Name:	Telephone No:	
Email Address:	Fax No.:		Email Address:	Fax No.:	
SUBCONTRACTOR/VENDOR BUSINESS SIZE CERTIFICATION					
PRIMARY NAICS CODE FOR CERTIFICATION: <input type="text" value="enter primary NAICS"/> https://www.sba.gov/size <i>This code will determine your default classification and is based on the type of work you are most likely to perform for EnCompass. If you do not know your primary NAICS, go to: http://www.census.gov/eos/www/naics/ to determine business size, contact your local SBA;</i>					
<input type="checkbox"/> Small Business (SB) <input type="checkbox"/> Large Business <input type="checkbox"/> Woman-Owned SB <input type="checkbox"/> Veteran Owned SB		<input type="checkbox"/> Service-Disabled Veteran-Owned SB <input type="checkbox"/> Foreign Owned Business <input type="checkbox"/> Small Disadvantaged Business <input type="checkbox"/> HUBZone SB		<input type="checkbox"/> 8A Certified Small Disadvantaged Business <input type="checkbox"/> Non-Profit <input type="checkbox"/> Other _____	

By signature below, I hereby certify that the business type and designation indicated above is true and accurate as of the date of execution of this document, and I further understand that under 15 U.S.C. 645(d), any person who misrepresents a business' size status shall (1) be punished by a fine, imprisonment, or both; (2) be subject to administrative remedies; and (3) be ineligible for participation in programs conducted under the authority of the Small Business Act.

Signature and Title (required)

Date