REQUEST FOR QUOTATION
RFQ: EXIM-09-Q-0002
DUE DATE: November 15, 2008
ISSUED: October 15, 2008

Potential Offerors,

You are invited to submit a quotation (technical and cost/price proposal) for the Export-Import Bank of the US's (Ex-Im Bank, or Bank) Recovery of Paid Claims requirement. The attached **"Instructions to Offerors for Proposal Submission, Evaluation, and Award"** gives details on the required submissions. Quotations must be signed by an official authorized to bind the offeror, and it shall contain a statement that the proposal is firm for at least 90 days from the date set for receipt of offers, including any extensions thereof. The offer must set forth accurate and complete information as required by the solicitation Statement of Work and the "Instructions to Offerors for Proposal Submission, Evaluation, and Award.

Related documents of interest, including this RFQ, are available at:

http://www.exim.gov/about/current_projects.cfm

After determining the successful offer, the Bank intends to award one fixed-price percentage of collections task order for this requirement.

We look forward to receiving your response.

Sincerely,

/S/
William Boyd
Contracting Officer

INSTRUCTIONS TO OFFERORS FOR PROPOSAL SUBMISSION, EVALUATION, AND AWARD

Proposal Submission, Evaluation, and Award for the Export-Import Bank of the US's Recovery of Paid Claims Requirement (Worldwide Debt Collection)

1. Submission

The Bank is competing the International Recovery of Paid Claims Services Requirement. This is a competitive solicitation being conducted by the Bank for its International Recovery of Paid Claims requirement. This is an unrestricted solicitation, conducted under FAR Part 8, among the GSA/FABS Schedule Holders for Schedule 520-4, Debt Collection. The Government will ONLY accept offers from offerors who have a contract award under Schedule 520-4, Debt Collection. The Government plans to award a single task order from the GSA Schedule for this requirement.

Four hard copies and one electronic copy (CD or email) of the proposal for the requirement are due on or before 10:00 a.m. on November 15, 2008. The Bank's mailing or courier address is Export Import Bank of the United States, Room 1023, 811 Vermont Ave. NW, Washington, DC 20571, Attention: Glenna Paulson, Contract Specialist. BOTH HARD COPY AND ELECTRONIC COPY MUST BE RECEIVED BY THE DUE DATE AND TIME. The voice phone number is (202) 565-3317 and the fax number is (202) 565-3528. Ms. Paulson's e-mail address is glenna.paulson@exim.gov. Offerors are reminded that one signed copy of the SF 18 must be completed and returned with your proposal.

2. Proposal Submissions and Evaluation Schedule

Event	Responsibility	Date
Issue RFQ (Email to POC)	Government	October 15, 2008
Cut-Off Date for Questions	Offerors	October 30, 2008
Proposals Due	Offerors	November 15, 2008
Selection & Issue Contract	Government	December 17, 2008
Contract Performance Starts	Awardee	January 2, 2009

3. Proposal Documents

Each offeror's proposal must contain the documents listed below.

a. All items requested in the evaluation criteria (see “6. Evaluation Criteria”).

b. A completed SF-18 for Line Items 0001 - 4001, the offeror shall indicate the percentage fee for (1) short term insurance; (2) medium-term insurance; (3) medium term guarantees; and (4) working capital guarantee. **Note to offerors—if you wish to submit a different type of percentage pricing matrix, please attach the pricing matrix to the RFQ (see Evaluation Criteria #2).**

Period of Performance:

Base Period	**1/2/09 (or date of award if later) through 12/31/09**
Option Period #1	**1/1/10 through 12/31/10**
Option Period #2	**1/1/11 through 12/31/11**
Option Period #3	**1/1/12 through 12/31/12**
Option Period #4	**1/1/13 through 12/31/13**

4. Downselect and Discussions

The Government intends to conduct a downselect based upon the initial written proposals. Additionally, if the team of evaluators initially determines that a proposal is technically unacceptable, then the proposal will be eliminated from the competition during a downselect. Discussions will not be held with any offeror whose proposal is determined to be technically unacceptable. A proposal is technically unacceptable if a "poor" rating is given for any of the technical evaluation factors. The Government also reserves the right not to hold discussions with any of the offerors if the Contracting Officer determines that an award without discussions is possible and that discussions are not necessary for this requirement.

5. Basis for Award

The Government plans to award a contract to the offeror whose proposal is most advantageous and is the best value to the Government. Technical excellence is more important than cost/price and the Government reserves the right to award to other than the low offeror.

Each technical evaluation factor and cost realism, and reasonableness will be given an Adjectival Rating of Outstanding, Very Good, Average, or Poor.

6. Evaluation Criteria

The technical evaluation factors for award are all equal in importance and are as follows:

I - Experience. The contractor must demonstrate that it has relevant experience in international debt collection. Experience in Latin America and developing nations is particularly important. This must be demonstrated in several ways:

a. Contracting firm must demonstrate at least five (5) years of successfully engaging in public and/or private international debt collection directly.
    i. Must indicate the number of international debt collection transactions the contractor has worked on and the countries where the work was performed.
    ii. Must indicate the recovery percentage achieved on these cases, net of recovery expenses.
    iii. Must indicate the characteristics of the portfolio attributes of the cases the contracting firm has worked on. That is how much of the portfolio was:
        - short-term, medium-term, and long-term;
        - secured and unsecured; and
        - consumer and commercial.

b. Staff members and subcontractors have successfully engaged in public and/or private international debt collection directly. The Offeror's proposal shall include a resume for each of the contract's key personnel positions. The Offeror shall describe their approach for workload and handling of the requirement.

c. Established business relationships in the major markets served by Ex-Im Bank or, at a minimum, the markets for which the contractor is bidding. These business relationships should include investigators, attorneys, credit agencies, and other parties that the contractor intends to use in the collection process. The length and nature of the business relationship should be included along with reference information. <u>Sub-contracted effort</u>. While we are not discouraging the use of sub-contractors, excessive reliance on subcontracted effort may be considered to represent increased risk to successful performance when compared to a solution in which all requirements can apparently be met with a single prime contractor's in-house capabilities. A lack of detail in a proposal's technical and management approach to managing sub-contractor effort would serve to reinforce this concern.

d. Any prior history of legal or disciplinary sanctions taken against the contractor, its employees, and/or its subcontractors must be disclosed to Ex-Im Bank.

II - Net cost of the recovery services provided to Ex-Im Bank. The pricing may be differentiated by type of product, country, or region (see Technical Exhibit – J.2 – Countries by Regional Classification), and level of effort. For example, a contractor may bid a fee for country or region #1 of A% for Short-Term Insurance, B% for Medium - Term Insurance, C% for Medium-Term Guarantees, and D% for Working Capital Guarantees but bid different percentages for other countries or region in recognition of the varying collection environments throughout the world. Ex-Im Bank seeks a contract in which the fees paid to the contractor increase in proportion to the difficulty of the collection effort.

Similarly, the bid may include bonuses to the contractor, for exceeding recovery targets (proposed by the contractor) on particular products over a certain time period.

III - Governance Plan. Each offeror shall submit a Governance Plan with their proposal. The Governance Plan will be incorporated into the contract and be contractually binding. The objective of the Governance Plan is to ensure that all contractual tasks are completed with high integrity and prudent business procedures. The Governance Plan will be evaluated for quality and technical soundness. The Governance Plan must include the following information:

- The confidentiality of Ex-Im Bank information, and that of all participants in a transaction must be protected. Demonstrate how this confidentiality will be accomplished by both the offeror, its employees, and by all subcontractors.
- Organizational Conflict of Interest ("OCI") is a significant potential issue with this requirement. For instance, participation on a team by a foreign Export Credit Agency (ECA) would be considered a significant OCI, one which may not lend itself to adequate mitigation. List how OCI issues will be handled by both the offeror, its employees, and by all subcontractors. Ex-Im Bank is concerned that the contractor awarded this contract could have the opportunity to obtain proprietary information that could effect financial transactions of the Bank and might also effect private sector competition. "In accordance with FAR 9.504, the Contracting Officer has determined the potential for perceived or actual Organizational Conflict of Interest (OCI) issues related to this acquisition. Specifically, the potential OCI issue involves access to proprietary information, including confidential business information submitted to Ex-Im Bank by outside parties. Additionally, Ex-Im Bank may need to release its own competition sensitive information to the successful bidder, information, the release of which, would affect the competitive standings of ECAs. To the extent possible, Ex-Im Bank intends to limit the successful offeror's access to such information. Nonetheless, as part of their offer, each potential source must identify potential OCIs and must provide an OCI mitigation plan that addresses, **in detail**, how they plan to mitigate these issues.

An example of a potential mitigant would be to agree to limit the interchange between the organizational unit that is performing the work under the contract and those units that ordinarily interact with Ex-Im Bank. Mitigation plans will be evaluated as part of the basis for award. Proper implementation of an adequate OCI Mitigation Plan is considered critical to the performance of the contract work. The contract award will contain the requirement to implement the approved, agreed OCI Mitigation Plan." Each offeror must submit an OCI mitigation plan that addresses how they will mitigate any potential for gaining an unfair competitive advantage in future contracts or financial transactions with Ex-Im Bank. Each offeror's OCI mitigation plan will be evaluated for quality, technical soundness, and feasibility.

- Transition plan. The offeror shall provide a plan for addressing: staffing requirements during a transition period; coordination of transition tasks with Government and incoming contractor staff; and, risk mitigation strategies associated with the change in contractors.
- As stated above, high integrity and prudent business procedures are very important to Ex-Im Bank. State how the offeror, the employee, and all the subcontractor tasks will be completed to ensure the integrity and prudent business procedures requirement of Ex-Im Bank.

IV - Linguistic skills of the contractors' and subcontractor's staff. Ex-Im Bank considers language skills to be an important part of the contract and it will be an import part of the evaluation process. A contractor will not be required to demonstrate language skills in all countries however the contractor should consider its ability to work with other parties, when that language is not familiar to the contractor's staff, to be able to communicate with local debtors.

V - Disclosure of adverse legal action. Contractor must disclose to Ex-Im Bank any prior history of legal or disciplinary sanctions taken against it, its employees, and/or its subcontractors. This is to include suits filed against it, fines levied, or other sanctions.

VI - Effective communication. Contractor should demonstrate an ability to communicate with Ex-Im Bank supervisory staff in a clear and timely manner. This may be demonstrated by giving examples of past performance on other contracts.

VII – Caseload management. Contractor must identify the maximum number of cases that will be assigned to each of its recovery officers. Ex-Im Bank seeks to ensure that new staff is added to the contract as the caseload increases to ensure that each case is given proper attention and effort.

VIII - Proposed forms. The draft forms, referenced in the Performance Requirements Summary (section 6) will be part of the evaluation criteria.

IX - Site visits. Ex-Im Bank expects the contractor, or a representative, to visit the debtor and guarantors' (if any) place of business and residence. The contractor should establish a time frame within which these visits will take place. Photographs of the facilities, assets that were the subject of the loan, and principals (guarantors) will be provided to Ex-Im Bank for its files.

X - Global capability. It is Ex-Im Bank's preference for a contractor to bid on collection services for the world instead of regions of the world. A contractor must have the resources and qualifications for worldwide collection services, either directly or via sub-contractor relationships. All sub-contractors must be identified and evidenced with letters of commitment specific to this requirement. If a qualified offeror proposes worldwide collection services, they will be rated significantly higher than a qualified offeror who only proposes regions of the world.

7. Data Release Restrictions

- No offeror shall disclose any technical or programmatic information that they receive about the Bank or its systems (not already available to the public) without the specific approval of the Contracting Officer. All offerors shall submit certification of their agreement not to disclose this information as a condition of award. The successful offeror will be required to sign the Bank's standard non-disclosure form and their staff will be required to sign individual non-disclosure agreements (NDAs).

- Collection files, created by the Contractor, and the information therein are the property of the U.S. Government. When a case is closed the Contractor will send the applicable file to Ex-Im Bank.

- Offerors submitting restrictive data shall mark it in accordance with the FAR.

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