

## ATTACHMENT A: TECHNICAL PROPOSAL TEMPLATE

**Technical Proposal Checklist:** *(Please check all that apply and include this page with the technical proposal.)*

### Will you?

- Submit an electronic copy of the technical and cost proposals via email to [rw-bids@msh.org](mailto:rw-bids@msh.org) by the required deadline date and time? **January 28,2025**

### Does your Technical Proposal include the following?

- Section 1: Cover Page *(not more than one page using the form provided)*
- Section 2: Experience *(not more than three pages)*
- Section 3: Proposed Approach *(not more than eight pages)*
- Attachment A: One-page CVs for Key Personnel
- Attachment B: List and letters of commitment from certified accreditation surveyors who have agreed to assist with this activity.

The Technical Proposal must include the checklist, the following sections (which must be within the page limits set for each section), and attachments.

**Section 1: Cover Page (not to exceed one page)**

<b>Name of Organization:</b>	<b>Primary Address:</b>
<b>Contact Name:</b>  <i>(must be an individual with the authority to negotiate and enter into a sub-agreement)</i>  <b>Title:</b>	<b>Telephone:</b>  <b>Email ( at least two):</b>  <b>Website:</b>
<b>Type of Entity: (check one)</b>  <input type="checkbox"/> Non-Profit <input type="checkbox"/> For Profit <input type="checkbox"/> Other (specify)	<b>Year registered and location:</b>

Authorized Signatory: \_\_\_\_\_

Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Section 2: Experience (not to exceed three pages)**

**a. Similar services provided in Rwanda.**

Please complete the following table with information on selected similar services your organization has provided in the three years prior to the submission deadline.

Client (recipient of services)	Programs/Services	Dates	Funding Source
	Add rows if needed.		

**b. Past Performance References for Your Organization**

Provide three past performance references for work similar to this SOW that your organization has completed. MSH reserves the right to obtain past performance information from sources other than those listed below.

Contact (Name and Title)	Organization	Telephone and email	Services and Dates Provided
1.			
2.			
3.			

**c. Personnel**

Identify the positions you consider key to the success of your proposed approach and the individual who will fill each position. Provide a one-page CV with qualifications and work experience for each named individual as an attachment to the proposal.

Key personnel title	Name

1.	
2.	
3.	<i>[Add rows if needed.]</i>

In addition to the 1-age CVs, please provide a letter of commitment from at least 5 surveyors that will be available to participate in conducting the survey from the list of certified accreditation surveyors provided in ATTACHMENT E of the RFP.

**Section 3: Proposed Approach (not to exceed eight pages)**

**a. Understanding of the assignment, description of proposed implementation approach, and timeline**

- Describe your understanding of the assignment and technical approach for providing the services described in Section 2 of this RFP.
- For each activity, describe which individual will be leading the activity.
- Please describe how the Offeror will ensure that the findings are objective, undisputed, and accepted by the respective hospital.
- What is the detailed timeline you envisage for the services?

Response:

**b. Description of Proposed Management Approach:**

- Fill out the following table for all program administrators, managers, and supervisors.
- Please describe how program managers and supervisors will manage and supervise the work, monitor performance, ensure corrective action / improvement if needed.
- Identify any important challenges that might affect the successful implementation of the program and how you will mitigate each challenge.
- Describe how you will monitor the performance and the quality of services provided under the sub-agreement.
- Also describe your plan to monitor for fraud or abuse of funds.

Title	Name (or "vacant")	Program responsibility	Who will they supervise?

Title	Name (or “ vacant”)	Program responsibility	Who will they supervise?
		<i>[Add rows as needed.]</i>	

Response:

**Required attachments to the Technical Proposal: (no page limit)**

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| <ul style="list-style-type: none"> <li>• One-page CVs for Key Personnel</li> <li>• At least five letters of commitment from certified accreditation surveyors who will participate in the surveys from the list provided in ATTACHMENT E of the RFP</li> </ul> |
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