

**Request for Quotation**  
**RFQ # 2024-047**  
**USAID/Armenia Justice Sector Support Project**  
**July 18, 2024**

Development Professionals, Inc. anticipates awarding a fixed-price award as follows:

**BACKGROUND**

Development Professionals, Inc. (DPI), an international consulting company based in Arlington, Virginia, USA, is currently implementing the USAID-funded Justice Sector Support Project, a five-year program that aims to implement a broad range of justice sector reforms, including legal education.

**INSTRUCTIONS TO OFFERORS**

With this RFQ, DPI is soliciting offers from qualified individuals to develop a 4-day, 8-hour agenda for an intensive Legal English course to non-native English speakers and providing in-person training for 2.5 hours each day based on the approved agenda. Total estimated time is 90 hours. (80 hours for developing the 4-day, 8-hour agenda and 2.5 hours of in-person training over 4 days).

**Questions and Clarifications**

All questions and clarifications regarding this RFQ must be submitted in writing no later than July 26, 2024, 6:00pm Armenian time to [armeniajssp@armeniajssp.com](mailto:armeniajssp@armeniajssp.com). All correspondence must provide a reference to the RFQ number.

**Offer Submission**

All offers must be submitted electronically to: [armeniajssp@armeniajssp.com](mailto:armeniajssp@armeniajssp.com). Offers must be received no later than August 1, 2024, 6:00pm Armenian time. Please quote reference to the RFQ number in the subject of the email.

**Required Documentation**

The offers must include the following:

- CV(s) of Legal English Instructor
- Estimated hours based on agenda submitted
- Rate per hour (inclusive of taxes)
- Confirmation that instructor is available August 19-22, 2024.

**Source/Nationality**

Only citizens of Armenia or the United States may submit an offer in response to this RFQ.

**Quotations**

Prices must be quoted as showing unit prices and total prices. No taxes or fees are to be added. DPI is VAT-exempt. Offers must clearly list all the items, indicate unit prices, quantities and total price.

**Validity Period**

Offers must be valid for a minimum of thirty (30) calendar days after the offer deadline.

## **Negotiations**

It is expected that awards will be made based on submitted offers. However, DPI reserves the right to conduct negotiations and request clarifications prior to awarding the contract.

## **Basis for Award**

DPI will evaluate quotations on a *Lowest Price Technically Acceptable* basis. The award will be made to the offeror who presents the lowest price and whose offer is compliant with RFQ instructions.

## **Terms and Conditions**

The award is subject to DPI's standard terms and conditions. Please note that DPI standard payment terms are ten (10) days upon receipt of the complete documentation after acceptance of the deliverables. No advance payments are possible.

## **TECHICAL REQUIREMENTS AND ELIGIBILITY CRITERIA**

- Available for in-person training from August 19, 2024 to August 22, 2024
- Experience teaching non-native English speaking Law Students
- Interactive teaching methods
- Fluency in English, Native English speaker is preferred
- 5-10 years' experience teaching Legal English

This training will be delivered as a part of the Brown Mosten Summer Camp. This initiative is intended to entice and prepare students to enter the 2024-25 [Brown Mosten International Client Counseling Competition](#). Training will include: (1) client counseling and interviewing skills, (2) legal English. This camp will improve skills for client interviewing, raise awareness of the ICCC, and build confidence in Armenian law students to formally participate in the 2024-25 national rounds. The working language at all stages of the competition is English. The course will be designed for law students who are non-native English speakers and will include interactive exercises and learning materials for students' continued practice.

## **Deliverables:**

- Develop a 4-day, 8-hour agenda for an intensive Legal English course to non-native English speakers.
- Agenda submitted within 1 week of signed agreement.
- Providing in-person training for 2.5 hours each day based on the approved agenda.
- Handouts, workbook, podcasts/recordings, and other materials to facilitate interactive learning.

## **Period and Place of Performance**

The summer camp will take place on August 19-22, 2024. Training for 36 students (split into 2 groups) will be delivered in person at a university in Yerevan, Armenia.