

KOSMOS INNOVATION CENTER LBG

REQUEST FOR PROPOSAL

PARALEGAL SUPPORT SERVICES

KIC- CSR SUPPORT, GHANA

RFP No.: KIC-22-010

NOVEMBER 8, 2022

November 8, 2022

Subject: Invitation to Bid: Request for Proposal (RFP) No. **KIC-22-010**
PARALEGAL SUPPORT SERVICES

Dear Sir / Madam,

Your company is invited to submit a proposal FOR PARALEGAL SUPPORT SERVICES to meet the Kosmos Innovation Center ("KIC or Company") Paralegal support requirements

The service contract is planned tentatively to begin from **December 1, 2022**. Your proposal must include and will be evaluated based on the following criteria:

- Reference to similar works performed to named clients (with contact details of 3 or more clients)
- Financial proposal – cost to undertake the work (detailed fee schedule for each service proposed).
- Technical Proposal details

Your proposal must:

- Be prepared and submitted in strict accordance with the "Instructions to Contractors".

Please submit your proposals via email in a native format (pdf or MS Word preferred) along with any proof of experience for similar work as part of your reference. Or Original copies of the proposal can be sent to the Kosmos Innovation Center on Behalf of The Kosmos Innovations Center.

Applications are to be submitted to: Pkwakye@kicghana.org

Proposals must be received no later than **5:00 PM** local time in Accra, Ghana on **Friday, November 18, 2022 or earlier**.

Proposals received later than this deadline may be rejected. Partial or incomplete proposals may not be considered. Please be sure to go through the scope of work as detailed in this RFP.

Proposals must be valid for a minimum of ninety days after the date of receipt of proposals.

Please advise Company within one (1) calendar day of your receipt of this RFP, of your intent to submit or not submit a proposal, and the name of your designated representative.

If you choose not to bid, please immediately notify Kosmos Innovation Center and delete/discard the RFP documents.

Kosmos Innovation Center will not be responsible for costs incurred in your preparation, participation, and submission of your bids.

Sincerely,

Kosmos Innovation Center

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ATTACHMENTS

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ATTACHMENT 2: TECHNICAL QUESTIONNAIRE
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Section 1 - INSTRUCTIONS TO BIDDERS / CONTRACTORS

1.1 INVITATION TO BID

Company is seeking tenders from qualified contractor to undertake the Scope of Work to provide PARALEGAL SUPPORT SERVICES.

1.2 DEFINITIONS

“Company” as used herein shall mean Kosmos Innovation Center or Affiliates as applicable.

"Contractor" as used herein shall mean the company or entity submitting a response to this RFP.

“Subcontractor” herein means any subcontractor, supplier, agent, or material man providing materials or services to Contractor for the purpose of performing the Work.

“RFP” as used herein shall mean this Request for Proposal.

“Work or Services” as used herein shall mean the Work or Services contemplated in this RFP.

“Contract or MSA” as used herein shall mean the applicable Contracts located in Attachment section that shall govern the Work or Services.

“Proposal” as used herein shall mean the proposal Contractor will submit pursuant to this RFP.

1.3 CORRESPONDENCE

All correspondence is to be submitted via the method detailed in the RFP, as follows:

By E-Mail: pkwakye@kicghana.org
Subject line should be addressed to:
RFP No.: KIC-22-010

1.4 NOTICE OF INTENT TO SUBMIT PROPOSAL

Contractors are required to send notification via email of their intent to submit a Proposal to the email address provided.

pkwakye@kicghana.org copy :

1.5 PROPOSAL DUE DATE & COMMERCIAL VALIDITY

Proposals shall be submitted to Company no later than the time and date indicated in the Cover Letter.

Contractor's Proposal must be valid for a minimum period of ninety (90) days after the Proposal submittal due date.

1.6 CLARIFICATIONS, INQUIRIES AND RESPONSES

Contractor is responsible for examining this RFP and all addenda. Should Contractor identify possible discrepancies, omissions, or require any additional information concerning this RFP, Contractor may request clarifications via email within two (2) calendar days prior to the Proposal submittal due date.

1.7 CONFIDENTIALITY

The information contained in this RFP and information that may be provided by Company from time-to-time in the future is confidential and shall not be released to third parties without the prior written consent of Company. By participating in this bid process, Contractor (and Contractor's parties for which Contractor is responsible) acknowledges and agrees to be obligated and agrees to keep all information under this RFP and any other information received from Company to be confidential.

1.8 PREPARATION AND SUBMITTAL OF PROPOSALS

Contractor shall submit its Proposal in according to the requirements of this RFP and meet the Proposal submittal due date.

All costs to prepare Contractor's Proposal, including site visits, presentations, attendance at pre-award meetings and any other pre-award costs will be at Contractor's expense.

Proposals should be based on the information included in this RFP. Any Work resulting from this RFP will be performed in accordance with the Contract located in the Attachment section.

1.9 EVALUATION OF PROPOSALS AND CONTRACT AWARD

Evaluation of Proposals will incorporate a technical, commercial, safety, and quality criteria established by the Company.

Company may require clarification of the proposals after opening. Company will determine the most effective means for ensuring that proposals are fully understood and in compliance with the RFP.

Company may request that Contractor visit Company's offices to make a presentation on Contractor's methodology to execute the Work.

Company reserves the sole right to select and make an award to the successful Contractor, award multiple contracts, or to not make an award.

Section 2 - **TECHNICAL PROPOSAL INSTRUCTIONS**

2.1 GENERAL REQUIREMENTS

Contractor shall submit a Technical Proposal for the Work as described in this RFP. Contractor's Technical Proposal must include responses to each of the requirements and information requested in the Attachment section of this RFP.

PART 1 - CONTRACTOR BUSINESS INFORMATION

2.1 ADMINISTRATIVE INFORMATION

2.1.1 Contractor's Legal Entity Name _____

2.1.2 Organizational Information:

How many years has your company been in business? _____ Years

Under present management since: _____

Has your company been bankrupt or reorganized in the past seven years? _____

Yes No; if yes, provide details:

Type of business entity: _____

(i.e. Sole Proprietorship, Partnership, Corporation, Limited Liability Company, Joint Venture, etc.)

Business organized under the jurisdiction of:

2.2 COMMUNICATION INFORMATION

2.3 INSURANCE CERTIFICATE

Contractor shall submit a current copy of its Certificate of Insurance indicating Contractor holds or may procure policies substantially in conformity with the minimum.

2.4 EXPORT CONTROL COMPLIANCE

Section 3 -

Section 4 - **COMMERCIAL PROPOSAL INSTRUCTIONS**

4.1 GENERAL PRICING REQUIREMENTS

Rates corresponding to each of the services required by Company shall be ***inclusive of all taxes***. Contractor's Cost Proposal will be incorporated into the Contract.

Contractor shall provide all pricing information in Ghanaian Cedi.

Except as may otherwise be specified by the Contract, Contractor's prices and rates shall remain firm for the term of any resulting Contract.

Please note that any proposed changes to the overall commercial terms and conditions are to be negotiated before Contractor has received a Letter of Award, to be incorporated into the Master Services Agreement.

4.2 RATES AND CHARGES

Contractor shall submit its commercial Proposal using Attachment – Price Schedule in according to the instructions.

4.3 SEVERABLE PAY ITEMS

Company reserves the right to reject one or more prices or rates and the related Scope of the Work with no change to prices or rates corresponding to the Work selected.

4.4 TAX INFORMATION

Kosmos Innovation Center is providing the following overview of the tax regime to facilitate Contractors' understanding of the tax system. This overview does not take the place of Contractors seeking their own tax advice and coming to their own independent understanding of the tax regime.

ATTACHMENT 1

SCOPE OF WORK

PARALEGAL SUPPORT SERVICES

The selected contractor will provide paralegal services to Kosmos Innovation Center.

Below are the ten identified services to be provided by the paralegal:

- Incorporate entity and draft all required corporate documents
- Draft legal documents such as contracts, depositions, and pleadings
- Draft a template for the following contracts: Non-Disclosure Agreement, /Funding/Investment Agreement, Employment Contract
- Prepare and file documents with courts
- Summarize cases and prepare reports for attorneys
- Conduct research, investigate facts and develop legal arguments
- Organize and archive the documents related to completed and ongoing cases
- Keep track of changes in the legal framework and providing timely updates on these changes
- Provide Corporate Secretary services
- Provide legal Advice
- Review High value service orders occasionally or as may be requested by KIC Procurement

Selection Criteria

Proposals will be reviewed and evaluated by KIC. In addition

- Evaluation of the proposals will be under the jurisdiction of KIC. KIC will evaluate all material submitted and engage interviews or discussions with the respondents deemed as most qualified, based on initial responses.
- KIC reserves the right to reject any or all submissions or to waive any minor defects or irregularities in submission
- KIC will favorably consider proposals from legal services companies that demonstrate diversity and inclusion practices
- KIC further reserves the right without prior notice to supplement amend or otherwise modify this request for proposals of otherwise request additional information from any or all agencies
- All materials submitted become the property of KIC for internal use only
- All costs incurred in connection with responding to this RFP will be borne by the contractor

Criteria for evaluation will include

- 75% Ability and Capacity to Perform Services:
 - Be a legally registered Ghanaian entity.
 - Be in good standing and in compliance with all regulatory requirements.
 - Have experience working with NGOs

- 25% Have a good track record in delivering paralegal services to NGOs.

- Having affiliations with Ghana Bar Association will be a plus;

ATTACHMENT 2

TECHNICAL QUESTIONNAIRE

PARALEGAL SUPPORT SERVICES

PART 1 – INTRODUCTION

Prepare a brief introduction of your company including a general demonstration of understanding of the scope and complexity of the Work.

1. Give brief statement of qualifications
2. Provide details of similar projects done elsewhere detailed in part 2 below.
3. Describe in the process to maintain the schedule meet the expected timing and deadlines.
4. Provide general information on your fee structure including terms and rates of overtime for additional work if requested by company.

PART 2 – EXPERIENCE AND REFERENCES

Briefly describe similar work your company has undertaken in the last three (3) years. Describe experience in providing services to international organizations, if any. Describe work related to the proposed Scope of Work (SOW) including clients who may be contacted.

Include the following information in your response:

1. Name of project
2. Client contact information for the project

PART 3 - MANAGEMENT PLAN

KEY PERSONNEL

SUBCONTRACTORS

If any work will be performed by subcontractors, provide:

- 1) Name of the Subcontractor;
- 2) Portion/scope of the Work to be completed by the Subcontractor; and
- 3) Qualifications of the Subcontractor to perform the Work.

ATTACHMENT 3

COMPANY OVERVIEW (KIC) PARALEGAL SUPPORT SERVICES

The Kosmos Innovation Center LBG (KIC) in Accra is a Non-Profit Organization registered in Ghana under the company ACT 992, is an effort to channel young people's entrepreneurial momentum in service of the country's agricultural sector. Each year, KIC takes entrepreneurs through the KIC AgriTech Challenge, a series of market research tours, capacity-building programs, team-building exercises, and pitch competitions, culminating in seed funding and incubation support to a handful of high-potential start-ups that emerge from the program.

KIC also engages with agribusinesses and supports them on their journey to scale. In 2017-2018, KIC ran its first Business Booster program for nine agribusinesses that had been in business for over two years. The Booster selected high-potential SMEs and provided training, coaching, and networking support to help them access growth capital, strengthen their operations, create jobs, and acquire clients. There are four main components to the KIC program: The **AgriTech Challenge** is an annual competition that identifies young people who are interested in becoming entrepreneurs and provides them with business and leadership training, mentorship, and a network of support. After training, team exercises, and market research tours across Ghana's agricultural value chain, the AgriTech Challenge culminates in a three-round pitch competition. After each round, some teams are eliminated, until the final six to eleven teams compete in the final round to win seed funding and one year of incubation.

The KIC Incubator is a multi-year business incubation program that delivers more focused business training, specialized coaching, physical workspace for start-ups, and investor linkages to finalists of the AgriTech Challenge. Starting with the 2018 cohort, KIC invested in its own independent incubator in Accra, departing from our earlier model renting incubator services. The KIC Incubator space was officially launched in 2019 and is in active use by the companies and coaches. There are currently 16 start-ups receiving KIC Incubation services. The **Business Booster** supports later stage agribusinesses that have demonstrated potential and scalability to become investor ready. Most of these businesses have been in operation for at least three years prior to entering the program. The Business Booster seeks to cultivate market linkages, networking opportunities, professional mentorship, and specialized coaching through a five-month acceleration program. The **KIC Fellowship** is the alumni network for all three components of the KIC program, including those who participated in the AgriTech Challenge but did not make it to the final rounds. The Fellowship provides an avenue for all program alumni to benefit from free or discounted events, training sessions, resources, mentorship support, job opportunities, business services and products, publicity, and more.

In 2018, KIC was recognized with the prestigious P3 Impact Award by the US State Department and various partners for its innovative approach to entrepreneurship development in Ghana.

1. STATEMENT OF PURPOSE

As the KIC business grows, our need for legal services has become imperative. KIC is looking to have the paralegal areas specified in the scope of work through an experienced legal firm that understands KIC work and can deliver the scope of work.