**Invitation to Quote (Services):**

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| **TIMETABLE** | | |  |
| Issued On: | May 11, 2022 | |
| Respond By: | May 18, 2022 | |
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This Invitation to Quote (“Invitation”) invites Suppliers to submit a non-binding offer (“Quote”) for the provision of services to the University of Toronto. Other Suppliers may also be invited to submit quotes.

This Invitation does not create, nor give rise to the applicable legal rights or duties of a formal, legally-binding procurement process.

Since the University is required to comply with the Accessibility for Ontarians with Disability Act (AODA), Suppliers are encouraged to quote on goods, services or facilities accessible to anyone with an accessibility requirement. For more information see [Accessibility Rules for Procurement](https://www.ontario.ca/page/accessibility-rules-procurement) and the University of Toronto [AODA Office](https://hrandequity.utoronto.ca/inclusion/accessibility/).

**General Instructions & Conditions**

1. This Quote must be signed by an authorized agent of the Supplier or it will not be considered.
2. Prices must be in Canadian funds unless otherwise specified by the University. Prices should be set as a fixed fee deliverable.
3. The University of Toronto reserves the right to award a contract “in whole or in part”. Acceptance of a Quote shall be by Purchase Order. Any purchase resulting from this Invitation is subject to the University of Toronto’s [Standard Terms & Conditions](http://www.procurement.utoronto.ca/about-procurement/terms-conditions).
4. The Supplier is required to complete the [COVID-19 Contractor Safety Acknowledgement](https://ehs.utoronto.ca/covid-19-information/uoft-contractor-covid-safety-acknowledgement-form-august-10-2020_final/) form prior to physically attending the University to carry out contractually agreed upon activities.
5. The University of Toronto reserves the right to accept or reject any or all quotes.

# ***SECTION 1:*** *To be completed by the U of T Requesting Department*

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| Contact Information: University of Toronto Requesting Department | | | | | | | | |
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| Contact | Ann Perry | | | | Department | Local Government Revenue Initiative, Munk School of Global Affairs and Public Policy | |  |
| Telephone |  | | | | Email | ann.perry@utoronto.ca | |  |
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| Service Requirements | | | | | | | | |
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| Service(s) | | The Local Government Revenue Initiative (LoGRI) is planning to conduct policy oriented research into the reform of property taxation in Senegal. The research will have two overlapping but distinct goals.   1. Understanding the broad politics of an ongoing effort to reform property taxation in the capital city, Dakar, including the introduction of a new IT system and experiments with a simplified “points based” valuation methodology. This will include inquiries into multiple dimensions of reform politics: reform leadership, taxpayer attitudes, inter-institutional dynamics and administrative politics. 2. Understanding the dynamics of property tax administration in secondary cities, and, in particular, (a) assessing the unique challenges of property tax reform in secondary cites within a centralized administrative structure, and (b) assessing prospects for, and challenges to, extending the specific reform initiatives undertake in Dakar to secondary cities.   The broader objective of the work is several fold: (a) to support engagement with government and non-government actors about reform strategies, options and prospects, (b) to produce publicly facing and policy oriented writing in brief or blog format, to reflect on key messages for reform, and (c) to produce up to two working papers/academic articles.  LoGRI requires a supplier who can support the implementation of this program of research, working in collaboration with Dr. Colette Nyirakamana. The supplier will require in-depth knowledge of issues related to fiscal decentralization and local revenue mobilization, including specific knowledge of those issues in Senegal or Francophone West Africa. The supplier needs advanced research and writing skills, as reflected in a completed or near completed PhD, and to be professionally bilingual in English and French. Experience conducting applied policy research and engaging with policy debates and audiences is highly desirable for the role.  Timeline  In-country research will be conducted July 1 – August 7, followed by collaborative writing of outputs until December 31, 2022. The project is expected to amount to about 60 days of work.  Locations  The services will be conducted in Senegal (in-country research) and remotely (all other activities)  Language  The working languages of the project will be French and English.  Deliverables  The supplier is expected to play a central role in planning and designing the project, co-leading in-country research activities, and co-producing the following deliverables, in partnership with other members of the team:   * A research plan before implementing the project * A blog or brief related to each of the two key questions addressed by the project * Two working papers capturing key insights from the work * Contribute to policy discussions with government or non-government partners   Because the outcomes of research are inherently uncertain, specific deliverables may be adjusted by mutual agreement in light of key findings.  About LoGRI  Based at the Munk School of Global Affairs and Public Policy at the University of Toronto, the Local Government Revenue Initiative is an initiative of the [International Centre for Tax and Development](https://www.ictd.ac/) and extends the foundational work of the [African Property Tax Initiative](https://www.ictd.ac/programme/apti/). LoGRI aims to support local governments in lower-income countries by developing policy-relevant research, knowledge, expertise, and tools to support them to raise more revenue, more equitably and fairly, and in ways that promote trust, transparency, and accountability.  Special Instructions  Please include your CV, a short letter of interest describing your interest and qualifications (max 300 words), and an indication of your daily rate for research work. In box A and B below you may insert “See attached letter”, and in Box C your daily rate. | | | | | |  |
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| Out of Scope  (if applicable) | |  | | | | | |  |
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| Completion Date | | Dec. 31, 2022 | | Fixed Budget (if applicable) | | |  |  |
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# ***SECTION 2:*** *To be completed by the Supplier*

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| Contact Information: Supplier | | | | | | |
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| Company | |  | | Website |  |  |
| Address | |  | | | |  |
| Contact Name | |  | | Title |  |  |
| Email | |  | | Phone |  |  |
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| Supplier Response | | | | | | |
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| The ***Local Government Revenue Initiative*** at the University of Toronto is seeking an expert *(independent contractor or consultant)* with expertise, experience and capacity to deliver the service(s) identified above. To proceed with the planning process, by the date noted above, the Supplier is encouraged to provide only relevant information provided below, or on a separate document attached to this request.  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**   1. **Provide a brief outline of qualifications, expertise and experience to deliver the services outlined *Section 1 – Service Requirements*. No promotional or marketing material is needed.** | | | | | |  |
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| 1. **Provide the qualifications of the resources assigned to complete the deliverables.** | | | | | |  |
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| 1. **Provide a cost breakdown for each deliverable and the overall lump sum/fixed price of the engagement. As part of the total cost, the Supplier should consider any related expenses (e.g. parking, office supplies, travel, telephone, etc.) as these will not be paid by the University.** | | | | | |  |
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| |  |  |  | | --- | --- | --- | | **Acknowledgement:** The “authorized agent” acknowledges the Supplier understands the instructions and conditions of this request and hereby offers to supply goods as per this Quote; and for greater certainty the agent has the authority to submit this Quote on behalf of the Supplier. The University of Toronto Procurement Policy and Code of Ethics are available on the [Procurement Services](http://www.procurement.utoronto.ca) website. | **Authorized Agent’s Name:** |  | | **Signature** |  | | **Date** |  | |