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Request for Proposals (RFP)

CUMPLE Project

RFP No.: CUMPLE/005

Issue Date: October 13, 2026

Questions/Answers Period: October 13, 2026 - October 20, 2026

Closing Date/Time: October 23, 2026, 6:00 PM (Mexico City Time)

Request for Proposals for senior consulting services providing technical support on international labor standards and strategic labor advisory services for the Project.

Dear Applicants,

Partners of the Americas (POA) is pleased to announce the following solicitation for the CUMPLE Project.

CUMPLE is an international technical cooperation project funded by the U.S. Department of Labor (USDOL/ILAB) and led by Partners of the Americas. The project aims to strengthen Mexico's labor justice system at the state level through a tripartite model that brings together labor authorities, employers, and unions. Through various integrated activities, including the development of technology platforms, training of labor stakeholders, generation of open data, and promotion of union exchanges, the project advances the full implementation of the 2019 Labor Reform and compliance with the labor commitments of the USMCA in priority states with high integration into bilateral trade between Mexico and the United States.

The intent of this RFP is to award an hourly independent consultant agreement for a 12-month period, with a level of effort of up to 80 hours per month and a ceiling amount, with the possibility of extension, to the selected Offeror, subject to the final evaluation process.

USDOL and POA reserve the right to fund any or none of the proposals submitted for consideration. Please see below for a complete statement of objectives and expected results.



RFP Number:	CUMPLE/005
Description:	Senior consulting services for technical support and strategic advisory services in international labor standards, freedom of association and collective bargaining, the 2019 Labor Reform, and the labor provisions of the USMCA
Issue Date:	October 13, 2026
Proposal Submission Deadline:	October 23, 2026 6:00 PM (Mexico City Time)
Questions Deadline:	October 20, 2026 6:00 PM (Mexico City Time)
Email for Questions:	mxadmin@partners.net
Email for Proposals:	mxadmin@partners.net
Funded by:	USDOL
Implemented by:	Partners of the Americas, Inc.
Expected Award Type:	Hourly Independent Consultant with a Ceiling Amount
Source Selection Method:	An award will be made using the Best Value/Trade-Off method. The award will be made to the responsible and reasonable Offeror that provides the best value to POA and its client using a combination of technical and cost/price factors.



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Ethical and Professional Conduct Requirements

Partners of the Americas, Inc. (POA) is committed to integrity in procurement and contracting and selects its vendors only on the basis of objective business criteria such as price and technical merit. POA expects vendors to comply with our Standards of Professional Conduct. POA does not tolerate fraud, collusion among bidders, falsification of proposals or bids, bribery, or kickbacks. Any company or individual that violates these rules will be excluded from this procurement and future procurement opportunities, and USDOL and the Office of Inspector General may be notified.

POA employees and agents are strictly prohibited from requesting or accepting money, fees, commissions, credits, gifts, gratuities, items of value, or compensation from current or prospective vendors or suppliers in exchange for business or as a reward. Employees and agents who engage in such conduct are subject to termination of employment and will be reported to USDOL and the Office of Inspector General. In addition, POA will report to USDOL and the Office of Inspector General any offer by vendors of money, fees, commissions, credits, gifts, gratuities, items of value, or compensation in order to obtain business.

Offerors responding to this Request for Proposals must include the following as part of their proposal submission:

- Disclose any close, family, or financial relationship with POA or project staff. For example, if an Offeror's cousin is employed by the project, the Offeror must disclose this relationship.
- Disclose any family or financial relationship with other Offerors submitting proposals. For example, if an Offeror's parent company owns another company submitting a proposal, the Offeror must disclose this relationship.
- Certify that the prices in the offer were determined independently, without consultation, communication, or agreement with any other Offeror or competitor for the purpose of restricting competition.
- Certify that all information submitted in the proposal and all supporting documentation are authentic and accurate.
- Ensure that POA's prohibitions against fraud, bribery, and kickbacks are understood and accepted.

Contact compliance@partners.net to submit questions or concerns regarding the information above or to report any potential violation. Potential violations may also be reported directly to POA.

By signing this proposal, the Offeror confirms compliance with this standard and warrants that it will not attempt to influence POA or government personnel through bribes, gratuities, facilitation payments, kickbacks, or fraud. The Offeror also acknowledges that violation of this policy may result in termination, repayment of funds disallowed due to corrupt actions, and possible suspension and debarment by the U.S. Government.

Any Offeror who believes it has been treated unfairly may submit a complaint or protest to POA's Compliance Team at compliance@partners.net. Confidential treatment may be requested.

Section I: Purpose

POA, the implementer of the CUMPLE Project, invites qualified Offerors to submit proposals to provide senior consulting services for technical support and strategic advisory services in international labor standards and labor relations. POA seeks a senior-level profile with a recognized track record in the field who can provide expert judgment to guide project implementation, support programmatic decision-making, and accompany engagement with relevant labor stakeholders.

POA anticipates awarding a 12-month independent consultant agreement, with the possibility of extension, with a level of effort of up to 80 hours and a maximum amount based on hours. This type of contract is subject to change during the course of negotiations.

Section II: General Instructions to Offerors

"Offeror" refers to an individual proposing to perform the work under this RFP. "Offer" and/or "Proposal" means the package of documents submitted by the Offeror to propose the work.

Offerors wishing to respond to this RFP must submit proposals in Spanish or English in accordance with the following instructions. Offerors are required to review all instructions and specifications contained in this RFP. Failure to do so will be at the Offeror's own risk. If the solicitation is amended, all terms and conditions not modified by the amendment will remain unchanged.

The issuance of this RFP does not in any way obligate POA to award a contract. Offerors will not be reimbursed for any costs associated with the preparation or submission of their proposal. POA will not be responsible for such costs under any circumstances.

The designated POA Project Manager will periodically inspect the services being performed to determine whether activities are being carried out satisfactorily and whether deliverables meet acceptable quality and standards. The contractor will be responsible for any corrective measures or actions, within the scope of this RFP, that POA may require as a result of such inspection.

A. Submission

Proposals must be submitted electronically to mxadmin@partners.net no later than October 21, 2026 at 6:00 PM (Mexico City Time). The email submission must include the RFP number and activity title in the subject line. Technical and cost proposals must be submitted in one (1) email.

Submission of a proposal to POA in response to this RFP will constitute an offer and indicates the Offeror's acceptance of the terms and conditions of this RFP and any attachments thereto. POA reserves the right not to evaluate a non-responsive or incomplete proposal.

B. Proposal Cover Letter

A cover letter will be included with the Offeror's proposal, bearing a duly authorized signature and using Annex A as the format template. The cover letter will include the following:

- The Offeror will certify a 30-day validity period for the prices provided.
- Acknowledge receipt of any amendments received.

C. Questions Regarding the RFP

Each Offeror is responsible for reading and complying with the terms and conditions of this RFP. Requests for clarification or additional information must be submitted in writing by email to mxadmin@partners.net. Questions will not be answered by telephone. Any verbal information received from a POA employee or any other entity will not be considered an official response to any question related to this RFP.

Copies of written questions and answers will be distributed to all prospective Offerors on record as having received this RFP after the deadline for questions specified above.

Section III: Eligibility Information

A. Prohibited Countries

POA must verify the origin and nationality of goods and services and ensure (to the greatest extent possible) that POA does not procure goods or services from prohibited countries or from any other restricted party listed on the Specially Designated Nationals and Blocked Persons List maintained by the U.S. Treasury, the System for Award Management, or the United Nations Security Designations List.

The current list of countries subject to comprehensive sanctions includes Cuba, Iran, North Korea, Sudan, and Syria. Goods may not transit through or be assembled in countries of broadly sanctioned origin or nationality, nor may the vendor be owned or controlled by a prohibited country.

By submitting a proposal in response to this RFP, Offerors confirm that they are not violating the Origin and Nationality requirements for the goods or services offered and that the goods and services comply with the Geographic Code and the exclusions for prohibited countries described above.

Section IV: Scope of Work and Description of Contract Opportunity

A. Scope of Work

The Consultant will provide senior technical support and strategic advisory services on a flexible, on-demand basis for the project, remotely and with availability for coordination meetings and project activities as required, based on actual hours worked and authorized. Illustrative functions and deliverables are as follows:

Function / Area	Illustrative Deliverables and Responsibilities
Senior technical and strategic advisory services	Specialized advisory services on international labor standards, freedom of association, collective bargaining, the 2019 Labor Reform, and the labor provisions of the USMCA; observations and recommendations to support project decision-making.



Function / Area	Illustrative Deliverables and Responsibilities
Support for meetings and working sessions	Participation in technical meetings, working sessions, coordination calls, and follow-up activities required by the project, providing expert observations and recommendations.
Analysis for planning and implementation	Legal, public policy, institutional, and strategic analysis to support the planning and implementation of project activities, as required.
Document review	Review of technical, legal, programmatic, or background documents and provision of specialized input and recommendations.
Strategic stakeholder engagement	Support to the project team in engagement with labor authorities, employers, workers' organizations, partner institutions, donor representatives, and other relevant stakeholders.
Technical products	Preparation of or contributions to technical notes, analytical inputs, recommendations, meeting briefing materials, tools, or other specialized products required by the project.
Other technical advisory tasks	Other related and reasonably comparable tasks within the scope of this consultancy, as requested by the POA Authorized Technical Representative.

Level of effort and payment terms. This is an hourly, on-demand engagement with a twelve (12)-month period of performance and a level of effort of up to eighty (80) per month, not to exceed 960 hours over the 12-month period of performance. Specific tasks and outputs will be defined and requested by POA based on project priorities; POA does not guarantee a minimum number of hours. The Consultant may not exceed the authorized level of effort without prior written approval from POA.

For each month in which services are provided, the Consultant will submit an invoice supported by a time log detailing the date, activity, and number of hours worked, together with a brief summary of activities performed, key technical observations or recommendations, and products developed during the period. Payment will be subject to POA review and approval.

B. Desired Profile

- Advanced university degree in law, labor relations, public policy, international relations, social sciences, or a related field, or equivalent relevant professional experience.



- Approximately 15 years or more of relevant professional experience in labor law, labor relations, international labor standards, or closely related areas.
- Demonstrated experience in international labor standards, freedom of association, collective bargaining, the 2019 Labor Reform, and/or the labor provisions of the USMCA.
- Recognized professional track record demonstrated through senior advisory roles, publications, teaching, participation in specialized bodies, technical leadership, or advisory work on complex labor matters.
- Demonstrated ability to provide high-level strategic advice and interact effectively with labor authorities, employers, workers' organizations, international cooperation stakeholders, and other high-level counterparts.
- Strong analytical, writing, and communication skills. Fluency in Spanish; professional proficiency in English will be considered an asset. Experience with USDOL/ILAB or other international cooperation or U.S. Government-funded initiatives is desirable.

C. Instructions for Technical Proposals

Technical Proposals shall include the following:

1. *Professional summary*: a document describing the Offeror's background, key projects and advisory assignments, organizations with which the Offeror has worked, publications, teaching, or participation in specialized bodies, notable achievements, and strengths relevant to the scope of this RFP.
2. CV

D. Instructions for Cost/Price Proposals

The Offeror shall provide an all-inclusive hourly rate in U.S. dollars.

Section V: Award Information and Evaluation

A. Period of Performance

Following notification, POA will inform the selected Offeror of the next steps to formalize and receive the contract. The period of performance will begin 10 days after the solicitation closes.

B. Responsibility Determination

POA will not enter into any agreement with an Offeror before establishing the Offeror's responsibility. In evaluating an Offeror's responsibility, the following factors will be considered:

1. Provide evidence of any business licenses required to operate in the host country.
2. Have adequate financial resources to finance and perform the work or deliver goods, or the ability to obtain financial resources.
3. Ability to comply with the required or proposed delivery or performance schedules.
4. Have a satisfactory performance record.
5. Have a satisfactory record of integrity and business ethics.
6. Have the necessary organization, experience, accounting and operational controls, and technical skills.

7. Be qualified and eligible to perform work under applicable laws and regulations.

C. Evaluation Criteria

Each proposal will be evaluated and scored based on the evaluation criteria shown in the table below.

Evaluation Criteria	Maximum Points
Substantive experience in international labor standards, freedom of association, collective bargaining, the 2019 Labor Reform, and/or the labor provisions of the USMCA	30 points
Senior professional track record and recognized technical authority	20 points
Experience in strategic advisory services and work with tripartite or high-level stakeholders (labor authorities, business sector, unions, civil society or government organizations)	10 points
Experience in international cooperation projects, USDOL/ILAB, or other U.S. Government-funded initiatives	10 points
Cost/Price Proposal	30 points
TOTAL	100 points

POA will review all proposals and make an award based on the technical and cost evaluation criteria established above, selecting the Offeror whose proposal provides the best value to POA. POA may also exclude an offer from consideration if it determines that an Offeror is "not responsible," meaning that the Offeror lacks the financial and management capabilities necessary to perform the required work. POA may make an award to an Offeror without discussions; therefore, the initial offer should contain the Offeror's best price and best technical terms.

Section VI: Solicitation and Submission

A. Submission Process

Proposals must be submitted no later than the date and time deadline indicated on the cover page of this RFP. Applications received late or incomplete will not be considered in the review process.

Section VII: Terms and Conditions

- Suspension and Debarment:* The awardee may not be debarred, suspended, or otherwise determined ineligible for the award of a contract under the United States Government.
- Executive Compensation Certification:* FAR 52.204-10 requires POA, as a prime contractor under U.S. Federal Government contracts, to report the compensation levels of the five most highly compensated executives of subcontractors to the Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS).



- c) *Executive Order on Terrorist Financing:* The Contractor is reminded that U.S. Executive Orders and U.S. law prohibit transactions and the provision of resources and support to individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage in activities or provide resources or support to persons and organizations associated with terrorism. No support or resources may be provided to persons or entities appearing on the Specially Designated Nationals and Blocked Persons List maintained by the U.S. Treasury, the System for Award Management, or the United Nations Security Designations List.
- d) *Trafficking in Persons:* Trafficking in persons is prohibited for the Contractor (as defined in the Protocol to Prevent, Suppress and Punish Trafficking in Persons, Especially Women and Children, supplementing the United Nations Convention against Transnational Organized Crime), as are the procurement of commercial sex and the use of forced labor during the period of this award.
- e) *Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions:* The Offeror certifies that it currently complies and will continue to comply with FAR 52.203-11, Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions.
- f) *Organizational Conflict of Interest:* The Offeror certifies that it will comply with FAR Part 9.5, Organizational Conflict of Interest. The Offeror certifies that it is not aware of information concerning the existence of a possible organizational conflict of interest. The Offeror further certifies that if it becomes aware of information relating to the possible existence of a potential conflict, it will immediately provide POA with a disclosure statement describing such information.
- g) *Prohibition of Segregated Facilities:* The Offeror certifies that it complies with FAR 52.222-21, Prohibition of Segregated Facilities.
- h) *Equal Opportunity:* The Offeror certifies that it does not discriminate against employees or applicants for employment on the basis of age, sex, religion, disability, race, creed, color, or national origin.
- i) *Labor Laws:* The Offeror certifies that it complies with all local labor laws.
- j) *Federal Acquisition Regulation (FAR):* The Offeror certifies that it is familiar with the Federal Acquisition Regulation (FAR) and does not violate the certifications required under applicable FAR clauses, including, but not limited to, certifications related to lobbying, bribery, equal employment opportunity, affirmative action, and payments to influence federal transactions.
- k) *Employee Compliance:* The Offeror warrants that it will require all employees, entities, and individuals providing services in connection with the performance of a POA Purchase Order to comply with the provisions of the Purchase Order and all federal, state, local, and regulatory laws related to the associated work.

By submitting a proposal, applicants agree to fully comply with the foregoing terms and conditions and all applicable U.S. Federal Government clauses contained herein, and they will be required to sign these Representations and Certifications at the time of award.

END OF REQUEST FOR PROPOSALS



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Annex A

We, the undersigned, provide the attached quotation in accordance with RFP # _____ issued on _____.

Our attached quotation is for an hourly rate of _____ (amount in words and numbers).

I certify a validity period of 30 (days) for the prices provided in the attached quotation.

Our quotation will be binding upon us subject to modifications.

We understand that POA is not obligated to accept the quotation received.

Offeror Name:

Address:

Email Address:

Telephone:

Signature: