



**International  
Republican Institute**  
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## REQUEST FOR PROPOSALS

<b>Procurement Number:</b>	ASIA2016BD080
<b>Open Date:</b>	April 10, 2017
<b>Questions Deadline:</b>	April 19, 2017
<b>Closing Deadline:</b>	April 26, 2017
<b>Geographical Area Restrictions:</b>	N/A
<b>Point of Contact:</b>	Matthew Lawson, Program Associate <a href="mailto:mlawson@iri.org">mlawson@iri.org</a>

### Background

The International Republican Institute (IRI) is a nonprofit, nonpartisan, organization dedicated to advancing freedom and democracy worldwide. Since 1983, IRI has worked to develop democratic institutions and ideals, carrying out a variety of international programs to promote freedom, self-government and the rule of law worldwide. IRI provides technical assistance in the areas of political party strengthening, developing civic institutions and open elections, promoting democratic governance and advancing the rule of law.

The purpose of this solicitation is to solicit proposals from highly qualified firms or individuals to conduct and analyze up to 40 focus groups with residents of Bangladesh on pressing issues facing the country. The objective is to obtain qualitative information that reflects local perceptions about Bangladesh's socio-political, inter-party dynamics and Bangladesh's democratic development.

### Period of Performance

Date of signature – November 30, 2017

### Statement of Work

Contractor agrees to provide professional services to IRI that entail data collection and entry for a focus group discussion series. The purpose of this project as understood by both IRI and Contractor is to provide IRI with the necessary qualitative data to assist reform-minded Bangladeshi political actors in understanding constituent opinion and to promote issue-based dialogue between these actors. Please note that IRI and an international survey research consultant will develop the methodology with feedback from the Contractor.

In accordance with this understanding, Contractor is responsible for the following aspects of the focus group discussion series process: selecting, in consultation with IRI, a moderator with sufficient understanding of the topic areas listed above to moderate a successful discussion on identified public policy issues; selecting a representative group of participants based on IRI-designed research methodology; organizing and leading all logistics; producing a written report on the results and information learned from these discussions. Fieldwork is anticipated to be conducted in June and July 2017, with final reporting to be completed no later than September 30, 2017.

The local partner will be expected to complete the following deliverables:

- Submission of expected timeline of implementation within two weeks after the signing of the contract
- Design and translation of methodology, including participant selection strategy and screening
- Development of focus group facilitator guide (in English)
- Focus group discussions (with photographic confirmation, written transcripts translated to English, and audio/video recordings of discussions)
- Analysis report on results and data collected for each focus group discussion
- In conjunction with IRI, develop an official comprehensive report on the FGD findings. The report will be in English and four formats: full transcripts in Microsoft Word, a cumulative analytical narrative report in Microsoft Word and a Microsoft Power Point presentation (The reports produced will be the full property of IRI and IRI alone)
- A representative from the research institute is expected to attend presentations carried out by IRI involving FGD results in order to explain the methods and process used to conduct the FGDs. It is not necessary to include projected costs for such travel in the proposal

## **Technical Proposals**

All proposals submitted to IRI must include:

1. Technical Approach, Methodology, and Draft Work Plan: Present a narrative that demonstrates understanding, creativity and added value for the tasks identified in the scope of work. This section should demonstrate the Offeror's approach, providing a detailed description of the management, staffing structure, logistics, resource requirements (non-financial), and a draft work plan for conducting the study. In its proposal, the offeror is expected to enclose a draft sampling and recruitment plan for participants. The proposal must include a sketch of respondent sampling; all projected costs must refer to implementation of research at this level. The offeror should also address how it plans on handling, maintaining and disposing of FGD data including the transcripts.
2. Management, Personnel and Staffing Plan: Offeror's shall determine, define and propose a team that has the appropriate range of skills and personnel positions necessary to implement the scope of work. All the moderators to be deployed for this study should have rich experiences in moderating FGDs related to social and economic matters with people of different socio-economic conditions. The offeror is

expected to ensure quality control and should address the training and qualifications of moderators to conduct the FGDs.

3. **Capabilities and Past Performance:** This section should provide a brief description of the Offeror's past and present activities. It should focus on services related to the proposal. Offeror's must include three past performance references of similar qualitative work previously implemented as well as contact information for the companies for which such work was completed. Contact information must include at a minimum: name of point of contact who can speak to the offeror's performance, name and address of the company for which the work was performance, and email and phone number of the point of contact. IRI reserves the right to check additional references not provided by an offeror.
4. The name, address, and telephone and facsimile numbers of the Offeror (and electronic address if available);
5. Names, titles, and telephone and facsimile numbers, and electronic addresses of persons authorized to negotiate and act on the Offeror's behalf with IRI in connection with this RFP and the resulting contract award.
6. Name, title, and signature of person authorized to sign the proposal. Proposals signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office.
7. Offerors shall provide a list of at least five previously executed contracts of a similar nature for the last three years along with the contact details. IRI may contact the firm as reference check.
8. If the Offeror is a U.S. organization/resident, or a foreign organization/resident which has income effectively connected with the conduct of activities in the U.S. or has an office or a place of business or a fiscal paying agent in the U.S., the technical proposals must contain Offeror's Taxpayer Identification Number.
9. Attachment requirements:
  - Research credentials of organization and relevant staff.
  - A list of clients, including non-governmental clients, both international and national organizations
10. Proposals will not exceed 10 pages, Times New Roman font, 1" margins A4 paper.

## Price Proposals

Offerors must propose a firm-fixed Unit price for each of the deliverable identified below and in the format of the table below. The Offeror's pricing must be valid for at least 60 (sixty) calendar days after the due date for proposal submission. The proposed Unit Price should be fixed and inclusive of all costs to perform, including inspection services, transportation, VAT and other taxes, import duties (if any), and other levies. IRI will not reimburse expenses in addition to the rate outlined below. To the extent that an Offeror proposed to include any pricing not reflected in the table below, such pricing must be fully described in the proposal. Please submit the price in USD.

Unit/Deliverable	Unit Price	Number of Units	Total
Submission of design of FGD methodology, including participant			

selection and screening strategy and an expected timeline of FGD implementation within two weeks after the signing of the contract.			
Completion of FGD instrument and facilitator guide including translation.			
Completion of FGDs with photographic confirmation, written transcripts translated to English, and audio/video recordings of discussions.			
Submission of official Report (in all four formats). See "Statement of Work" for details.			

## Evaluation and Award Process

1. IRI may contact any Offeror for clarification or additional information, but Offerors are advised that IRI intends to evaluate the offers based on the written proposals, without discussions, and reserves the right to make decisions based solely on the information provided with the initial proposals. IRI may but is not obligated to conduct additional negotiations with the most highly rated Offerors prior to award of a contract, and may at its sole discretion elect to issue contracts to one or more Offerors.
2. Mathematical errors will be corrected in the following manner: If a discrepancy exists between the total price proposed and the total price resulting from multiplying the unit price by the corresponding amounts, then the unit price will prevail and the total price will be corrected. If there is a discrepancy between the numbers written out in words and the amounts in numbers, then the amount expressed in words will prevail. If the Offeror does not accept the correction, the offer will be rejected.
3. IRI may determine that a proposal is unacceptable if the prices proposed are materially unbalanced between line items or sub-line items. Unbalanced pricing exists when, despite an acceptable total evaluated price, the price of one or more contract line items is significantly overstated or understated as indicated by the application of cost or price analysis techniques. A proposal may be rejected if IRI determines that the lack of balance poses an unacceptable risk
4. IRI intends to make an award to the responsible Offeror based on the following evaluation factors:
  - a) Technical Evaluation, (including technical capabilities, proposed technical approach) - 30 percent

- Technical Capacity, demonstrated understanding of Bangladesh's operating environment and culture, including current political and security dynamics (10 percent)
- Approach and methodology: the proposed research approach is comprehensive, including detailed activities and a timeline for fulfilling all requirements of the Scope of work and effective and efficient manner. The methodology should clearly explain how the offeror will completed the work and include a draft detailed work plan (20 percent)

b) Management, Personnel and Staffing Plan -25 percent

- Personnel Qualification: The offeror should describe their overall staffing capability and capacity to undertake work in this area. A Detailed description of proposed team members' qualifications and relevant experience to carry out the Scope of Work should be included. As a whole, the proposed team should reflect an understanding of Bangladesh's social and political culture, security environment and any other knowledge the offeror deems necessary for successful completion of this project. (20 percent)
- Oral Presentation: Extent to which proposed personnel comprehend and are able to effectively present the approach to the scope of work. Demonstrated effective communications skills as evidenced by the presentation and responses to questions (5 percent)

c) Capabilities, Experience and Past Performance. -25 percent

- Company Background and Experience: Offeror's experience and capabilities in undertaking similar activities should be detailed here. If desired, offerors may share website links to relevant examples for consideration. Offerors may also consider capacity and capabilities of relevant staff and/or consultants when describing their capabilities.

d) Price -20 percent

IRI intends to evaluate Offerors' proposals in accordance with these factors and make an award to the responsible Offeror whose proposal is most advantageous to the program.

5. If a cost realism analysis is performed, cost realism may be considered in evaluating performance or price.

### **Submission Instructions**

Quotes must be submitted via email to [mlawson@iri.org](mailto:mlawson@iri.org) with the subject line "ASIA2016BD08o RFP" by the deadline listed above.

### **RFP Terms and Conditions**

1. Prospective Offerors are requested to review clauses incorporated by reference in the section "Notice Listing Contract Clauses Incorporated by Reference".

2. IRI may reject any or all proposals if such is within IRI's interest.
3. Proposals must be submitted in English.
4. Payment will be made upon receipt of invoices and deliverables/services.
5. Proof of costs incurred, such as but not limited to receipts, pictures and financial documents may be requested during and for up to three years after the end of the contract period.
6. The Offeror's initial proposal should contain the Offeror's best offer.
7. IRI reserves the right to make multiple awards or partial awards if, after considering administrative burden, it is in IRI's best interest to do so.
8. Discussions with Offerors following the receipt of a proposal do not constitute a rejection or counteroffer by IRI.
9. By submitting a proposal, offeror agrees to comply with all terms, conditions, and provisions included in the solicitation and agreement to the services identified above, and will specifically identify any disagreement with or exceptions to the terms, conditions, and provisions.
10. Any samples submitted by Offerors will not be returned to Offerors.
11. IRI will hold all submissions as confidential and submissions shall not be disclosed to third parties. IRI reserves the right to share proposals internally, across divisions, for the purposes of evaluating the proposals.
12. For any currency conversion, the exchange rate to US Dollars listed on oanda.com on the closing date of this solicitation shall be used.
13. By submitting a proposal, Offeror agrees to comply with all terms, conditions, and provisions included in the solicitation and agreement to the services identified above, and will specifically identify any disagreement with or exceptions to the terms, conditions, and provisions.
14. Offerors confirm that the prices in the proposal/proposal/application/quote have been arrived at independently, without any consultation, communication, or agreement with any other Offeror or competitor for the purpose of restricting competition.
15. Offerors agree to disclose as part of the proposal submission:
  - Any close, familial, or financial relationships with IRI staff and agents. For example, the Offeror must disclose if an Offeror's mother conducts volunteer trainings for IRI.
  - Any family or financial relationship with other Offerors submitting proposals. For example, if the Offeror's father owns a company that is submitting another proposal, the Offeror must state this.
  - Any other action that might be interpreted as potential conflict of interest.

### **Notice Listing Contract Clauses Incorporated by Reference**

IRI is required to make the subcontractor subject to the clauses of the prime award. This subcontract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Where "flow-down" to the subcontractor is appropriate and applicable, references to "USAID/Department of State" shall be interpreted to mean "IRI", "Recipient" to mean "Contractor", and "Subrecipient" to mean "lower-tier subrecipients". Included by reference are 2 CFR 200 and USAID Standard Provisions for Non-US Non-governmental Organizations/US Department of State Standard Terms and Conditions.

## **IRI Obligations**

Issuance of this RFP does not constitute an award commitment on the part of IRI, nor does it commit IRI to pay for costs incurred in the preparation and submission of a quotation.

## **Required Certifications**

The following certificates need to be signed by all Offerors. These certifications are an integral part of the quotation/proposal. Please print them off and send back to us with your proposal after signature on each certificate. They are:

- Narcotics offenses and drug trafficking- key individual certification
- Certification regarding debarment, suspension, ineligibility and voluntary exclusion lower tier covered transactions
- Lobbying disclosure
- Authorized Individuals

## **NARCOTICS OFFENSES AND DRUG TRAFFICKING- KEY INDIVIDUAL CERTIFICATION**

I hereby certify that within the last ten years:

1. I have not been convicted of a violation of, or a conspiracy to violate, any law or regulation of the United States or any other country concerning narcotic or psychotropic drugs or other controlled substances.
2. I am not and have not been an illicit trafficker in any such drug or controlled substance.
3. I am not and have not been a knowing assistor, abettor, conspirator, or colluder with others in the illicit trafficking in any such drug or substance.

Signature: \_\_\_\_\_

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

Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Entity Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

### **NOTICE:**

1. You are required to sign this Certification under the provisions of 22 CFR Part 140, Prohibition on Assistance to Drug Traffickers. These regulations were issued by the Department of State and require that certain key individuals of organizations must sign this Certification.
2. If you make a false Certification you are subject to U.S. criminal prosecution under 18 U.S.C. 1001.

## **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTIONS**

This certification implements Executive Order 12549, Debarment and Suspension and the requirements set forth in 2.C.F.R. 180, Subpart C."

Copies of the regulations may be obtained by contacting the person to which this proposal is submitted.

1. By signing and submitting this proposal/application/quote, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal/application/quote is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549.
5. The prospective lower tier participant agrees by submitting this proposal/application/quote that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the IRI.
6. The prospective lower tier participant further agrees by submitting this proposal/application/quote that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 above, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a

person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Signature: \_\_\_\_\_

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

Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Entity Name: \_\_\_\_\_

Address: \_\_\_\_\_

## **CERTIFICATION REGARDING LOBBYING**

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal Cooperative Agreement, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned must complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
3. The undersigned must require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients must certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification will be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature: \_\_\_\_\_

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

Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Entity Name: \_\_\_\_\_

Address: \_\_\_\_\_

## **Authorized Individuals**

The offeror/bidder/applicant represents that the following persons are authorized to negotiate on its behalf with IRI and to bind the recipient in connection with this procurement:

Name	Title	Telephone	Email

Signature: \_\_\_\_\_

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

Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Entity Name: \_\_\_\_\_