



**International
Republican Institute**
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REQUEST FOR PROPOSALS

Procurement Number:	EURASIA2016U09o
Open Date:	June 15, 2016
Questions Deadline:	June 24, 2016, 18:00 EEST
Closing Deadline:	June 30, 2016, 18:00 EEST
Geographical Area Restrictions:	USAID Geographical Code 110
Point of Contact:	Iryna Bilonizhka, ibilinizhka@iri.org , +38-067-323-57-20

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.

IRI Ukraine will develop an e-Learning Platform which will provide information (in Ukrainian and Russian) on and educational materials regarding past and current programming. The e-Learning Platform will include a calendar of upcoming programming activities and an online application process for potential program participants to apply to attend IRI training seminars. Likewise, the e-Learning Platform will provide information about past events, photos, success stories, news and programming announcements. This online communication tools will give IRI Ukraine the ability to provide sustainable training materials to a wider audience of stakeholders than IRI can currently train in physical classroom settings.

To develop the e-Learning Platform fully, IRI will need to contract with a vendor to provide website development and hosting services.

Period of Performance

Date of signature through March 31, 2020.

Statement of Work

The first stage of the E-learning platform launch should include:

- Online calendar of IRI events (tentatively end of July – first half of August);
- Uploading of publishing materials – e-books etc. (tentatively in August);

- Uploading of video materials in high (for example, HD) resolution (no video hosting channels are acceptable);
- Online registration to IRI Ukraine events (tentatively end of September).

The first stage should be ready on October 1, 2016 the latest.

All further stages of the E-learning platform development will be agreed after launching of the first stage. The detailed schedule of the first stage will be discussed with the Winner of the Solicitation and will be described in the SOW of the resulting contract. Schedules of the further stages of implementation will afterwards become parts of the contract as addendums.

The scope of this project includes four main areas of work:

1. Developing e-Learning Platform (ELP), which will have to be based on current Content Management System (CMS) (Drupal is highly encouraged);
2. Hosting;
3. Maintenance;
4. Search Engine Optimization and analysis.

1. Development

ELP development according to requested specifications (RS), which will be developed in cooperation with IRI. The main activities will include:

- 1.1 Develop a responsive (this means desktop, tablet and mobile friendly) and human-oriented (User-Centered), consistent and visually attractive user interface design for all ELP. Design must reflect IRI's brand and follow IRI and donors' guidelines.
- 1.2 Develop front-end and back-end ELP interfaces for users and admin panel, which allows IRI staff to easily and cost effectively update content and work with settings after the initial launch (more details will be in RS).
- 1.3 Cross-platform testing and browser compatibility. The site must be compatible with the current versions of the following browsers (Firefox, Internet Explorer, Safari, and Chrome), as well as Internet Explorer version 6 onwards.
- 1.4 The completed web site, web design, software and architecture become the property of IRI once completed and accepted.

The ELP should include features that allow for data storage and dynamic, interactive visualizations. Visualization types will include (but not be limited to) charts, graphs, and geospatial imagery. The interface for such features must be accessible to IRI's media and technology staff.

The bid should include a plan for integration (through API or otherwise) with a mass emailing service in order to communicate with contacts imported to, and gained from, a contact list on the ELP. The service should be capable of sending up to 150,000 emails per month.

2. Web Hosting

The services required and activities will include:

- 2.1 Hosting must be on a Virtual Private Server, preferably based in Europe.
- 2.2 Servers should have sufficient capacity to run a database and handle a moderate traffic load.
- 2.3 Servers must be able to offer HTTP and HTTPS connection.
- 2.4 Servers should have streaming audio and video capabilities.
- 2.5 Direct connection to a major internet backbone.
- 2.6 Adequate physical and environmental protection of the servers, and the software and data on these servers, such as fire detection, automatic fire extinguishers, burglary alarms or guards.
- 2.7 Adequate (logical) access control mechanisms to prevent unauthorized access.
- 2.8 Adequate security measures to address and prevent cyber-attacks, such as for example, firewalls, intrusion detection systems, anomaly detection, DoS protection, etc.
- 2.9 Redundant physical infrastructure to allow for business continuity in the face of local natural disasters (floods, power cuts, fire, etc.). In other words, a second, physically distant, site should be in use or available in case of need. It should be possible to restore backups in such a way that in case of a disaster the website and portals can be restored online within 24 hours.
- 2.10 Maintenance support to include 120 hours annually or approximately 10 hours a month.
- 2.11 On-call email support with same-day response time.

3. Maintenance

The services required and activities will include:

- 3.1 Assisting IRI with ELP content updates when changes that have to be made are not possible from the CMS user interface. It should be endeavoured that as much change as possible can be made from the CMS user interface.
- 3.2 Maintain full backup of the web site through the duration of the contract. The backup, code and source files will be delivered in full to IRI on closing of the contract.
- 3.3 Must have an automated testing system that checks for broken hyperlinks on the site.
- 3.5 Verify regularly that the site is up and running, and will revert to the back up whenever necessary.
- 3.6 Provide guidance and training to IRI on using the admin interface of the CMS.
- 3.7 Monitor the server logs to see most popular pages and downloads and generate regular reports.
- 3.8 Maintenance of the ELP also includes applying security patches, clearing out log files, enlarging disk space before it runs out, sorting out security certificates and fixing bugs in the code.

4. Search Engine Optimization (SEO) and Analysis

The services required and activities will include:

- 4.1 The SEO work will include: keyword research & analysis; site analysis; competitive analysis; site content optimization; HTML code optimization; search engine submission (free search engines); link exchange; web ranking report

4.2 Provide detailed reports analyzing progress, trends and areas to be improved. The reports should also include comprehensive and cumulative figures for downloads; as well as a competitor analysis.

Developer Staff Resources:

IRI requests that Offerers provide the names and CVs for the following key project personnel:

- Project Lead: Responsible for sign-off on key decisions, providing project steering, oversees entire contract.
- Project Manager: Responsible for keeping the project on schedule and within the budget. Maintains communication between BCC/FRCM and the project team.

*Indicate if this is the same person.

IRI Ukraine invites potential Offerers to provide information including technical details on how each of these requirements will be implemented.

IRI Ukraine welcomes proposals which include alternative solutions to any of the detailed technical requirements presented in this scope of work, provided that the tenderer explains that this would yield at least a comparable service level.

Any intention to subcontract part of the work must be clearly stated by the Offerer in their technical offer. A detailed description of the company which will undertake the work is required in case it is sub-contracted and it is to be noted that sub-contractors must not subcontract further. If the identity of the subcontractor is not known at the time of submitting the technical offer, the Offerer who is awarded the contract will have to seek IRI Ukraine's prior written authorization before entering into a sub-contract.

All timelines will be confirmed and fixed in the contract for each individual stage of the project implementation. In case the Contractor does not stick to the specified timeframes for each individual project stage, the contract may be terminated if the delay was not previously agreed to by an IRI representative.

Technical Proposals

All proposals submitted to IRI must include:

1. Information addressing Bidder's experience in providing each of the services identified in the above Statement of Work and Bidder's proposed specific approach for providing those services to IRI under this contract, including sufficient information to determine a clear definition of services as it relates to other providers that may be involved.
2. The name, address, and telephone and facsimile numbers of the Bidder (and electronic address if available). If the Bidder is a firm, name(s) should be provided for individuals authorized to conduct business on behalf of the firm.
3. Bidders may provide a list of up to three references for work performed of a similar nature during the last three years, along with contact details. IRI may contact the references to evaluate past performance.
4. If the Bidder 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 information submitted must contain Bidder's Taxpayer Identification Number.

5. Up to five (5) recent projects that show relevant expertise and experience in developing similar websites. Experience of work for NGOs or/and e-learning platform is welcomed.
6. The project team responsible for delivering the services, indicating the project manager and/or the technical experts that will be involved.
7. CV's (of max 3 pages) of members of the project team, clearly indicating their relevant experience in web development field.

Price Proposals

Bidders must propose a firm-fixed Unit Price for each of the deliverables identified below and in the format of the table below. The Bidder'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, taxes, import duties (if any), and other levies. To the extent that a Bidder proposed to include any pricing not reflected in the table below, such pricing must be fully described in the proposal. Proposals must be submitted in U.S. Dollars (USD), payments under any resulting contract will be made in this currency. Rates may be reviewed according to the market value fluctuations and/or each year on the proportional basis if previously agreed by the Parties. Offeror should be able to receive payments by way of bank transfer.

Service	Unit	Cost (USD)
Platform Development (here may be provided number of hours expected to be spent or approximate amount for launching the first stage of the project)	Once	
Hosting	Monthly	
CMS Maintenance for SEO and updates	Monthly	
Ongoing support	Hourly	
Emailing Service	Monthly	
Other		

Bidder should provide examples of three types (depending on the level of complexity to develop and time consumption) of platforms or web sites developed by the Bidder according to the table below. The level of complexity should be determined by the Bidder. E-learning platforms examples and/or web-sites for NGOs are preferred as examples.

Platform	Link	Hours spent on development
Low time consumption and complexity		

Middle time consumption and complexity		
High time consumption and complexity		

Specialist	Hourly rate (USD)
Project manager	
Middle back-end developer	
Senior back-end developer	
Middle front-end developer	
Senior front-end developer	
UI (user interface) or/and UX (usability) designer	
SEO specialist	

The Offeror should state if he/she is/is not a VAT payer, as well as the terms of payment (if any percentage of payment is required in advance). IRI prefers 100% post-payment and will give preference to Contractors applying with 100% post-payment terms. Payments will be made in parts for each individual stage of implementation of the order.

The amount of the contract will depend on the final technical specification. Each stage of the project implementation will be described in details (including timing and pricing) in the contract and it's addendums in the course of implementation. Payments will be made by stages of implementation.

Evaluation and Award Process

1. IRI may contact any Bidder for clarification or additional information, but Bidders 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 Bidders prior to award of a contract, and may at its sole discretion elect to issue contracts to one or more Bidders.
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 Bidder 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 will conduct a source selection based as follows:

IRI intends to make an award to the responsible Bidder based on the following evaluation factors:

- Suitability of the Proposal – the proposed solution meets the needs and criteria set forth in the solicitation: 20 percent
- Expertise in recommending and communicating appropriate technical and aesthetic solutions as evidenced by the proposal and references: 20 percent
- Aesthetic Capabilities – Prior work demonstrates artistic and innovative, 10 user friendly interfaces that engage communities and viewers: 20 percent
- Candidate Experience – Candidate has successfully completed similar projects and has the qualifications necessary to undertake this project: 20 percent
- A competitive price for this project: 20 percent

IRI intends to evaluate Bidders' proposals in accordance with these factors and make an award to the responsible Bidder 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

Bids must be submitted via email to Iryna Bilonizhka, at ibilonizhka@iri.org with the subject line "EURASIA2016U09o RFP" by the deadline listed above.

RFP Terms and Conditions

1. Prospective Bidders 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. 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.
4. The Bidder's initial proposal should contain the Bidder's best offer.
5. Payment will be made upon receipt of invoices and deliverables/services.
6. Discussions with Bidders following the receipt of a proposal do not constitute a rejection or counteroffer by IRI.
7. 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.
8. For any currency conversion, the exchange rate to US Dollars listed on oanda.com on the closing date of this solicitation shall be used.

9. Every contract will contain provisions governing termination for cause and termination for convenience.
10. 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.
11. 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 Bidder or competitor for the purpose of restricting competition.
12. Bidders agree to disclose as part of the proposal submission:
 - Any close, familial, or financial relationships with IRI staff and agents. For example, the Bidder must disclose if an Bidder's mother conducts volunteer trainings for IRI.
 - Any family or financial relationship with other Bidders submitting proposals. For example, if the Bidder's father owns a company that is submitting another proposal, the Bidder 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 contractor subject to certain flowdown clauses of the prime award. This awarded contract will incorporate 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 contractor is applicable, references to "USAID/Department of State" shall be interpreted to mean "IRI", "Recipient" to mean "Contractor", and "Subrecipient" to mean "lower-tier subcontractor." Included by reference are the applicable provisions contained in Appendix II to 2 CFR Part 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 proposal or quotation.

Required Certifications

The following certificates need to be signed by all Bidders. 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:

- Certification regarding debarment, suspension, ineligibility and voluntary exclusion lower tier covered transactions
- Authorized Individuals
- Certification Regarding Lobbying

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: _____

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: _____

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: _____