



**International
Republican Institute**

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Washington, DC 20005
(202) 408-9450

REQUEST FOR QUOTES

Procurement Number:	GOV2017SC01o
Open Date:	January 23, 2017
Questions Deadline:	January 28, 2017
Closing Deadline:	February 4, 2017
Geographical Area Restrictions:	N/A
Point of Contact:	Geoffrey Macdonald,gmacdonald@iri.org

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 requires a consultant with extensive knowledge and experience working with political parties internationally to create Scenario planning framework and toolkit that can be used internationally. The toolkit module will allow political party leaders to assess, understand and adapt to their respective political situations. The toolkit will have four related goals: provide analysis of the current situation, facilitate forecasting of potential future changes, understand current organizational strengths and weaknesses, and plan appropriate strategies to adapt in the future. This project proposes leveraging IRI's long experience with both evolution and change in countries, as well as with political party development to create a tailored, scenario-based strategic planning toolkit for political parties. Such a toolkit would allow individual political parties to consider how they might proactively respond to changes in their country, while IRI could determine how to best support these political parties given these changes. In so doing, IRI will help promote more representative, responsive, and resilient political parties and party assistance programs.

Period of Performance:

March 1, 2017 to June 30, 2017

Statement of Work:

The selected bidder will be required to provide the following services:

1. Produce a comparative case study of emergent threats/opportunities to political parties and context surrounding them

- Produce brief (1-2 page) case studies (minimum one country in Latin America, Europe, Eurasia, Sub-Saharan Africa, and the Middle East/North Africa) that summarize an emergent scenario that constituted a threat or opportunity to the political party sector:
 - Create a framework for comparing case studies, ultimately identifying a set number of overarching categories of emergent scenarios
 - Develop generic scenario description for each category
 - Development of threat/challenge to country and parties
 - Description of threat/challenge to country and parties
 - Impact the threat/challenge can have to country and parties
2. Identify specific, thematic areas of how parties can appropriately and effectively respond as a party to threats/challenges
- Research potential or actual political party responses to the scenarios generated above based on consultant or IRI program experience
 - Provide recommendations on specific categories of party response (constituent outreach, policy development, internal communication, etc) to inform a practical scenario-planning training module
3. Module development (both digital and hard copy)
- Provide an overview of scenario planning with real-world examples of emergent scenarios and their political implications
 - Provide a summary of tools that parties can use when engaging in scenario planning and to anticipate emergent scenarios
 - Develop a practical exercise to model threat/challenge planning and response
 - Develop multiple scenarios that can be utilized for a short, but in-depth exercise for participants to respond to with the tools previously discussed in the learning modules
 - Develop methods for facilitators and trainers to monitor the response and assist participants throughout the exercise
 - Develop methods for reviewing and evaluating participant's responses that then allow facilitators and trainers to provide immediate feedback on best practices
4. Toolkit Piloting Phase
- The consultant will pilot the toolkit module in up to three countries.
 - Consultant will analyze and evaluate feedback from participants and incorporate same into the toolkit to make it most beneficial and effective to political parties. This will result in a final toolkit to be provided to IRI.

Technical Bid:

All bids submitted to IRI must include:

1. Information addressing your experience in providing each of the services identified in the above Statement of Work and your 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);
3. Bidders shall provide contact information for a minimum of three professional references with whom the applicant has had a working relationship within the last 24-month period. IRI may contact these individuals.
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 technical bids must contain Bidder's Taxpayer Identification Number.
5. Bids will not exceed 5 pages (not including cover page), using Times New Roman font, 1" margins.
6. Attachment requirements:
 - CV/Resume
 - Expert Service Rate Form provided at the end of this solicitation. IRI may contact previous clients and employers for professional references and compensation confirmation.

Price Bids must adhere to the following criteria:

IRI will pay directly (to the hotel, airline, train, etc.) for all preapproved travel related expenses including transportation, lodging, and meals for the contractors' participation in IRI activities and events. If it is more feasible for the contractor to use his/her own vehicle for travel to an IRI event, IRI will reimburse the cost of the transportation to the contractor based upon the prescribed formulas used by the funder of the event, calculated according to the kilometers traveled and the type of vehicle used. The daily and hourly rates submitted should, therefore, not include an assumption of costs incurred by the contractor for travel related expenses. All other expenses should be included within the daily and hourly rates, as no other expenses will be covered or reimbursed by IRI. Bids must be submitted in USD payments under any resulting contract will be made in this currency.

Unit	Unit Price	Number of Units	Total
Daily Rate			

RFQ 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 bids if such is within IRI's interest.
3. Payment will be made upon receipt of detailed invoices and deliverables/services.
4. 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.
5. The Bidder's initial bid should contain the Bidder's best offer.
6. IRI reserves the right to make multiple contracts or partial contracts if, after considering administrative burden, it is in IRI's best interest to do so.
7. Discussions with Bidders following the receipt of a bid do not constitute a rejection or counteroffer by IRI.

8. IRI will hold all submissions as confidential and shall not be disclosed to third parties. IRI reserves the right to share bids internally, across divisions, for the purposes of evaluating the bids.
9. By submitting a bid, Bidder 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. Bidders confirm that the prices in the bid/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.
11. Bidders agree to disclose as part of the bid submission:
 - a. Any close, familial, or financial relationships with IRI staff and agents. For example, the bidder must disclose if a bidder's mother conducts volunteer trainings for IRI.
 - b. Any family or financial relationship with other bidders submitting bids. For example, if the bidder's father owns a company that is submitting another bid, the bidder must state this.
 - c. Any other action that might be interpreted as potential conflict of interest.

Evaluation and Award Process:

1. Bids will be evaluated by IRI for compliance with administrative requirements, recent and relevant past performance and experience in performing of similar projects by the Bidder, technical capabilities and proposed technical approach, the qualifications of the personnel for the project, and price. 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 bids and reserves the right to make decisions based solely on the information provided with the initial bids. 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 were 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 bid 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 bid 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 Offeror based on the following evaluation factors:

- a) Technical evaluation (including knowledge and experience with scenario planning, technical capabilities, proposed technical approach, and personnel qualifications) – 50 percent
- b) Past performance and experience in performing similar projects including knowledge and experience with scenario planning and working with political parties internationally and experience with training modules – 40 percent
- c) Compliance with security and other administrative requirements – 0 percent
- d) Other factors – 0 percent
- e) Price: the price will be cost efficient and reasonable as compared to market prices for the same service – 10 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:

Bids must be submitted via email to POC, Geoffrey Macdonald, gmacdonald@iri.org with the subject line "GOV2017SC01o" by the deadline listed above.

IRI Obligations

Issuance of this RFQ does not constitute a contractual commitment on the part of IRI, nor does it commit IRI to pay for costs incurred in the preparation and submission of a bid.

Notice Listing Contract Clauses Incorporated by Reference

IRI is required to make the Bidder subject to the clauses of the prime award. The resulting agreement 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 Bidder is appropriate and applicable, references to "USAID" or "Department of State" shall be interpreted to mean "IRI", "Recipient" to mean "Contractor", and "Subrecipient" to mean "the Bidder". Included by reference are 2 C.F.R. 200 and USAID Standard Provisions for Non-US Non-governmental Organizations/US Department of State Standard Terms and Conditions.

EXPERT RATE INFORMATION

Name (<i>Last, First, Middle</i>)	Proposed Rate:	Daily	Hourly
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Rates should be given for the last three (3) years. If employment history/salary information is applicable, list salaries separate for each year. If expert services is applicable, indicate the type of rate daily/hourly.

EMPLOYMENT HISTORY - SALARY

POSITION TITLE	EMPLOYER'S NAME AND ADDRESS POINT OF CONTACT & TELEPHONE #	Employment Period (M/D/Y)		Annual Salary ¹ U.S. Dollars
		From	To	

SPECIFIC EXPERT SERVICES

SERVICES PERFORMED/TITLE	CLIENTS NAME AND ADDRESS POINT OF CONTACT & TELEPHONE #	Service Period (M/D/Y)		Units at Rate	Daily/Hourly Rate ² In U.S. Dollars
		From	To		

CERTIFICATION: To the best of my knowledge, the above facts as stated are true and correct.

Signature	Date
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¹ Basic periodic payment for services rendered. Exclude bonuses, profit-sharing arrangements, commissions, consultant fees extra or overtime work payments, overseas differential or quarters, cost of living or dependent education allowances.

² A form of management fee whereby the client pays a set fee for providing professional services. Exclude cost reimbursements, bonuses, overtime work payments, overseas differential or quarters, cost of living, and any other allowances.