



**International
Republican Institute**
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REQUEST FOR PROPOSALS

Procurement Number:	EURASIA2017U10o
Open Date:	July 31, 2017
Questions Deadline:	August 4, 2017
Closing Deadline:	August 10, 2017
Geographical Area Restrictions:	None
Point of Contact:	Ganna Velykotska, gvelykotska@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.

As there is no IRI field office in Estonia, IRI Ukraine is searching for a local facilitator to assist IRI in conducting two study trips for Ukraine local government officials and civil society leaders who seek to learn best practices of e-governance from Estonia.

Period of Performance

August 15, 2017- October 31, 2017

Statement of Work

The successful bidder will provide services to facilitate two IRI study trips to be held between August – October 2017, in Tallinn, Estonia; exact dates will be negotiated and confirmed with IRI-Ukraine. Both trips will include five nights of lodging in Tallinn and thus the respective allowable number of meeting days, pending international flights. The first study trip will bring 13 civil society participants and up to 5 IRI staff and consultants, and the second trip will bring 12 local government officials and up to 5 IRI staff and consultants. Both trips shall offer intensive practical and technical training on topics focusing on e-Democracy and ICT systems, including participatory budgeting, as solutions to constituent demands for increased transparency and accountability, including methods for implementing e-Democracy processes; government accessibility for constituents by connecting citizens to services and information; and improving transparency and accountability to prevent corruption and conflicts of interest. The program will contain a technical component characterized by seminars and workshops on key subjects as well as a

practical component to include meetings and roundtable discussions with political and governmental actors and site visits. Seminars will be carried out by specialized instructors to convey a mixture of theoretical, historical and political perspectives for each subject. The events should be structured to include panels, group discussions, and peer-to-peer exchange of best practice through country presentations, activities and interactive strategic planning sessions.

The successful bidder will provide the following services to IRI:

Logistical Facilitation:

- Make reservations for lodging for the participants and accompanying IRI staff for the study trips. IRI will pay for lodging directly to the hotel.
- Provide all local transportation (airport pick-up and drop-off; daily transportation to conference, meetings and site visits).
- Arrange meals for all participants, interpreters, guest speakers and IRI staff in attendance, including a special welcome reception and farewell dinner for both delegations. IRI will pay for meals directly to the hotels or restaurants.
- Provide translation services for all sessions which will not be conducted in Russian or Ukrainian.
- Serve as the official workshop co-host, welcoming the workshop participants at the training venue, facilitating the arrival and departure of workshop participants and troubleshooting any logistical issues that may arise at the training venue such as catered meals, conference space and equipment and ground transportation, in consultation with IRI lead staff.
- Manage logistics for meetings, site visits and other activities.

Technical Facilitation:

- Identify experts and government officials to conduct trainings and meet with the delegations.
- Provide IRI a list of recommended speakers with short biographical titles and expert subject matter, based upon IRI's instructions as to the specific issues to be addressed for each unique delegation. Consult IRI on the design of an agenda for each study trip.
- Upon agreement of IRI Ukraine as to the requested speakers, the successful bidder will ensure coordination with speakers and organizations to arrange for and confirm their participation. Based upon that communication and confirmation of speakers' availability,
- The successful bidder will prepare agendas for the respective study trips to include meetings, discussion groups, practical activities and site visits that will further enhance the participants' understanding and familiarity with subjects and themes.

The successful bidder is NOT responsible for selecting and invitation of participants, arranging international transportation, and reporting. IRI will be responsible for all required programmatic documentation and reporting including participants' sign-in sheets, photographs, and all monitoring and evaluation-related reporting. IRI will pay directly for international transportation, lodging, and meals of all participants.

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. Proposals will not exceed 15 pages (not including cover page).

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 USD, payments under any resulting contract will be made in this currency.

Study trip No 1 (estimated second half of August 2017)

Unit/Deliverable	Unit Price	Number of Units	Total
Providing booking confirmations and arranging meals			
Confirmed list of speakers and expert subject matter			
Translation services (in Russian or Ukrainian) including rent of equipment for translation			
Transportation services including local transfers			
Project management (overseeing the smooth run of logistical issues and liaison with participants and guest speakers)			

Study trip No 2 (estimated September 2017)

Unit/Deliverable	Unit Price	Number of Units	Total
Providing booking confirmations and arranging meals			
Confirmed list of speakers and expert subject matter			
Translation services (in Russian or Ukrainian) including rent of equipment for translation			
Transportation services including local transfers			
Project management (overseeing the smooth run of logistical issues and liaison with participants and guest speakers)			

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:
 - a) Technical evaluation, (including technical capabilities, proposed technical approach, and personnel qualifications) – 30 percent
 - b) Past performance and experience in performing similar projects – 30 percent
 - c) Compliance with administrative requirements – 20 percent
 - d) Price – 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 POC, Ganna Velykotska at gvelykotska@iri.org with the subject line "EURASIA2017U10o" 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 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: _____