

## REQUEST FOR PROPOSALS

<b>Procurement Number:</b>	Eurasia2021G03o
<b>Open Date:</b>	September 7, 2021
<b>Questions Deadline:</b>	September 10, 2021
<b>Closing Deadline:</b>	September 17, 2021
<b>Geographical Area Restrictions:</b>	N/A
<b>Point of Contact:</b>	David Shervashidze georgia@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.

Under current funding, IRI is working to increase youth political and civic engagement. As part of this program, IRI seeks to develop an online portal/website to provide youth with networking opportunities and the space to present themselves professionally, learn, develop, and engage with their peers.

### Period of Performance

October 1, 2021- July 31, 2022

### Statement of Work

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

1. Developing a website for professional development, networking, and project crowdfunding
2. Website hosting
3. Website maintenance
4. Search engine optimization and analysis

### 1. Development

Develop platform in accordance with IRI's needs and anticipated design.

- 1.1. The website will consist of two modules: Module 1 will focus on networking with profiles for individuals, organizations, and businesses. Module 2 will be a

crowdfunding platform that allows users to create and post projects. Each project will have its own landing page with all relevant information visible, including a project description, dates, implementers, budget (available in Excel format), and should include the ability for users to message the project organizer and to fund the project. Users would be able to access the two modules from the home page.

- 1.2. The website will consist of a main/home page and additional pages including an about us page; a publications page with news, blogs, opinion pieces, and policy papers (links should open in a new tab); a page listing individual profiles with a search filter; a page on featured partners, project funders, and project sponsors; and a page with ratings of users. Pages may be added/dropped based on IRI's need or bidder's expertise in discussion with IRI.
- 1.3. The main/home page will include three sliders/banners spotlighting user profiles based on a random selection; a section for news, stories, and information/updates; a search function for the entire website; a section on and highlighting the education opportunities and projects that will link to Module2; a section/link to useful information for users; space for featured partners.
- 1.4. The website should offer functions such as a search bar, chat function for communication with all profiles, a rating system for individual profiles based on exam scores, new user verification, a guest user feature that gives limited access for users without accounts, and categorization option for all profiles.
- 1.5. A main component of the website will be a badge system that will be used to showcase users' skills and can be assigned to individual profiles. Badges will be categorized, and users should be able to sort by badges. Additionally, there will be a landing page for each badge for users who hold the badge. Organization/Business profiles should be able to assign badges, and individual profiles should be able request badges.
- 1.6. Users will be able to create their own profiles and upload relevant documents in various forms (Word, Excel, pdf, etc.).

The main activities will include:

- Develop a user-friendly, consistent, and visually attractive user-interface design that is desktop, tablet and mobile-friendly on Android and iOS devices. The design must reflect IRI's brand and follow IRI and donors' guidelines on branding.
- Develop front-end and back-end 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.
- Cross-platform testing and browser compatibility. The site must be compatible with the current versions of the major internet browsers (Firefox, Internet Explorer, Safari, and Chrome). Include optimization for users with low bandwidth.
- The completed website, web design, software and architecture become the property of IRI once completed and accepted.
- Website shall be in Georgian language

The website shall include features that allow for data storage; data export to Excel and PDF; and dynamic, interactive visualizations. Visualization types will include but not be limited to pictures, charts, graphs, videos, badges, and geospatial imagery. The interface for such features must be accessible to IRI's media and technology staff.

The bid shall 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 website. The service shall 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 shall 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 shall have audio and video streaming capabilities.
- 2.5 Servers shall have direct connection to a major internet backbone.
- 2.6 There must be adequate physical and environmental protection of the servers and the software and data on the servers, such as fire detection, automatic fire extinguishers, and burglary alarms or guards.
- 2.7 Adequate (logical) access control mechanisms to prevent unauthorized access.
- 2.8 Adequate security measures to address and prevent cyberattacks, such as 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 On Call Email Support

## **3. Maintenance**

The services required and activities will include:

- 3.1 Assisting IRI with website content updates when changes that must be made are not possible from the CMS user interface. Steps should be taken to ensure that changes can be made from the CMS user interface to the fullest extent possible.
- 3.2 Maintain full backup of the website 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 Put in place an automated testing system that checks for broken hyperlinks on the site.
- 3.4 Verify regularly that the site is up and running and revert to the backup whenever necessary.
- 3.5 Provide guidance and training to IRI on using the admin interface of the CMS.
- 3.6 Monitor the server logs to track page views and downloads and generate regular reports on website analytics.
- 3.7 Maintenance of the website 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; and 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.

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

IRI Georgia 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.

Deliverables:

1. Website architecture approved based on the concept presented by IRI
2. Module development
3. Main page and sub-page development
4. Develop a user manual and provide training for the support staff and system administrators to perform content upload, system maintenance and administration.
5. Source code handover: Full source code including all developed libraries shall be handed over to IRI at the conclusion of the contract.

### **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. Bidders shall provide up to three recent projects that show relevant expertise and experience in developing similar websites. Provide links and /or images to previous relevant projects.

5. CVs of members of the project team that clearly indicate their relevant experience in the web development field.
6. 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.
7. Proposals must be submitted in English and will not exceed 10 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 GEL, payments under any resulting contract will be made in this currency.

Deliverable	Unit Cost (GEL)
Website architecture approved based on the concept presented by IRI	
Development of the two (2) Modules including features	
Development of the Webpages including features	
Develop a user manual and deliver a training for the support staff and system administrators to perform content upload, system maintenance and administration.	
Source Code Handover: Full source code including all developed libraries shall be handed over to IRI	

No reimbursement allowed

## **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) – 35 percent
    - a. Technical Capabilities 15 – percent
    - b. Personnel Qualifications as determined by CV's 20 – percent
  - b) Past performance and experience in performing similar projects – 25 percent
  - c) Price – 40 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 David Shervashidze at [georgia@iri.org](mailto:georgia@iri.org) with the subject line "Eurasia2021G03o" 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. By applying to this RFP, applicant is certifying that if it is awarded a contract, none of funds payable under the resulting contract will be used to (1) procure or obtain, extend or renew a contract to procure or obtain; (2) enter into a contract (or extend or renew a contract) to procure; or (3) obtain the equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system in compliance with the National Defense Authorization Act. Covered telecommunications equipment and services mean any of the following:
  - i. Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
  - ii. For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
  - iii. Telecommunications or video surveillance services provided by such entities or using such equipment.
  - iv. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country. ([2 CFR 200.216](#)).
13. 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 a 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 flow down 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: \_\_\_\_\_