

REQUEST FOR QUOTES

Procurement Number:	LAC2020N27o
Open Date:	July 10, 2020
Questions Deadline:	July 17, 2020
Closing Deadline:	July 20, 2020
Geographical Area Restrictions:	937
Point of Contact:	Ethan Young; eyoung@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.

This CEPPS program aims to support the efforts of civic actors and democratic coalitions to inclusively and effectively engage citizens throughout the electoral process to promote political and electoral reforms, provide a clear democratic alternative, and ensure accountability in Central America.

Period of Performance:

Date of signature-December 31, 2020

Statement of Work:

IRI is looking for contractors to perform the following statement of work:

Contractor will help train, Central American leaders during 2020, so that they can approach the political and electoral process starting in 2021 with greater knowledge of modern campaign strategies and techniques.

The contractor will prepare trainings on topics including but not limited to:

- a) Electoral Primaries
- b) Selection of Candidate
 - What methods exists for selection of candidates
 - Historically what has been used in Central America.
 - Best practices for selecting candidates
 - Media and public relations regarding the selection process
 - Announcing a candidate
- c) Political Coalition International Outreach

The Contractor will offer political advice to a Central American political coalition's Political Committee as they navigate the significant structural changes required for the introduction and adoption of a new method of candidate selection. This advice should include the use of framework analysis tools that delineate various candidate selection methods that must include at least the four core units of analysis: candidacy; party or coalition electorates; centralization/decentralization; and voting/appointment systems.

The expert should help support a Central American coalition through trainings, workshops, and written advice in its response to the following questions:

- Who can be selected within a Central American political party or coalition?
- What should be the restrictions on presenting candidacy in the party or coalition?
- How strict are these limitations?
- How do these limitations affect the size and nature of the potential candidate pool?
- How are candidates to be nominated?
- Is a candidate determined by a voting procedure or are candidates appointed by a specific group?
- Who selects candidates?
- Are there any restrictions on participating a Central American party or coalition's candidate selection process? If so, what is the impact on the size and nature of the group of individuals tasked with selecting a candidate?
- Are candidates selected by diverse groups within a Central American National and Municipal, Departmental, and Autonomous Regions Committees?
- Does the party or coalition allocate positions as representatives of historically marginalized groups or sectors?

The Contractor will also offer expert support to a Central American political coalition's International Relations Committee in their outreach strategy to key European governmental and non-governmental actors. This outreach plan should be developed in close coordination with IRI and other designated actors. This international outreach plan is a key component of the contractor's SOW and will take additional days to draft, circulate and execute. Additionally, the expert consultant must have at least 10 years' experience working with political parties.

Each training will be explicitly approved by IRI staff. The contractor will not be reimbursed for any unapproved training or trainings that lay outside of the contract's Scope of Work.

The contractor must deliver a written training report to IRI staff, including details on the training objective, training materials, training outcomes and participants (disaggregated by age, gender, geography representative group and minority status, if applicable). Additionally, the contractor will coordinate with other DOOR experts to prepare trainings and delegate work and projects, as necessary

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 listing relevant experience related to this project
 - Two (2) references including contact information
 - Expert Service Rate Form provided at the end of this solicitation. IRI may contact previous clients and employers for professional references and compensation confirmation.
7. Bidders must have:
 - Demonstrated communications skills in English and the ability to work on a team.
 - Ability to draft substantive reports of activities, meetings, conversations, and relevant political developments in Central America
 - 10+ years of experience working with political parties/civil society organizations
 - Previous experience working with civil society organizations and political parties in Central America.
 - Previous experience training political leaders
 - Complies with security and other administrative requirements

Price Bids must adhere to the following criteria:

Rates includes the assumption of the following costs: expert-service provision, bank fees, office supplies, routine coordinating and other basic operating expenses. The Contractor is responsible for the payment of pre-approved travel, to include transportation and hotel, with proper travel authorization. IRI will not reimburse costs accrued by the contractor outside the scope of this contract, unless specifically pre-approved by IRI.

Bids must be submitted in U.S. Dollars, 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. If IRI continues to require the goods and services and the price remains reasonable and within market norms, resulting contract may be renewed each year for up to 5 years with 30 days' notice to the Contractor. Bidder must establish any price increase for each renewal year in the initial bid.
10. 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.
11. 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.
12. 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:
Best value: 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, and personnel qualifications) – 30 percent
 - *Demonstrated communications skills -15 percent*
 - *Ability to draft substantive reports -15 percent*
 - b) Past performance and experience in performing similar projects – 30 percent
 - *5+ Experience working with civil society organizations -10 percent*
 - *5+ Experience working with political parties and in elections -10 percent*
 - *5+ Experience conducting related trainings and seminars- 10 percent*
 - c) Compliance with security and other administrative requirements – 15 percent
 - d) Price – 25 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 Ethan Young at eyoung@iri.org with the subject line "LAC2020N270" 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.