



**International  
Republican Institute**  
1225 Eye St. NW, Suite 800  
Washington, DC 20005  
(202) 408-9450  
(202) 408-9462 fax  
www.iri.org | @IRIGlobal

## REQUEST FOR PROPOSALS

<b>Procurement Number:</b>	AFRICA2019K08
<b>Open Date:</b>	January 8, 2020
<b>Questions Deadline:</b>	January 13, 2020
<b>Closing Deadline:</b>	January 17, 2020
<b>Geographical Area Restrictions:</b>	N/A
<b>Point of Contact:</b>	Adam George, ageorge@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.

The International Republican Institute is a non-governmental organization, registered to operate in Nairobi, Kenya. The office regularly conducts activities in Nairobi and in remote areas throughout Kenya, IRI's work focuses on strengthening county governance processes, promoting women's inclusion and countering violent extremism. For events and activities which require comprehensive security services involving IRI staff, IRI representatives and/or designees, IRI seeks a service provider with extensive experience in trip-based security, risks assessments, tracking and monitoring and crises response.

### Period of Performance

Date of signature through – December 31, 2020

### Statement of Work

The selected bidder must be able to provide general security services to the IRI Kenya office, including the following trip-based deliverables:

- **Kenya Information Services:** Regular assessment of the security environment and notifications regarding developing issues that are distributed to IRI Kenya staff. This should include email and SMS communications of real-time updates about incidents that may affect the Nairobi's office daily routine and planned events in areas outside of Nairobi, as well as incident reporting and monitoring for throughout the country, emergency response plans and overall safety.

The vendor should also conduct an annual risk assessment of the Nairobi office and Resident Program Director's residence to identify vulnerabilities and suggest security improvements.

- **Employee Location Management Services:** A system for tracking the movements of IRI employees while out of the office on official IRI business and a means for regular communication with colleagues and families. This service should provide the ability to locate and communicate with end users in the event of an emergency or security incident.
- **Emergency Hotline:** In the event of a crisis or emergency, IRI staff must have uninterrupted access to real-time information regarding the developing threat and receive 24-hour live support from a combined crisis and emergency response command center. IRI staff should have access to a hotline throughout Kenya (not only in Nairobi) to request assistance on a broad range of safety and security issues including (but not limited to): theft investigations and assistance, onsite suspicious activity, traffic accidents, fire or medical emergency, civil disorder or terror attack. The hotline should be available to determine the appropriate level of assistance/response which may include evacuations, sending security guards, assisting to have an ambulance or fire service address the emergency or an intervention by the Firm or its local partners.
- **Crisis Response:** In the case of crisis or emergency, the Firm must be able to respond quickly and appropriately. As mentioned above this could include (but not limited to) evacuations, sending security guards, assisting to have an ambulance or fire service address the emergency or an intervention by the Firm or its local partners. The Firm must be able to provide these emergency services in Nairobi and areas that the staff travels to throughout the country.
- **Travel:** Provide pre-departure verbal/written briefing of destination that includes hotspot evaluation and real-time incident reporting for the area. At times, the Firm may be required to offer secure transport, accompanying a staff member, and any additional services to ensure the safety of an IRI staff member. The Firm should monitor areas that IRI staff are traveling to or are planning to visit.

### **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 tables 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 tables below, such pricing must be fully described in the proposal. Proposals must be submitted in US Dollars, payments under any resulting contract will be made in this currency.

IRI will pay directly (to the hotel, airline, train, etc.) for all preapproved lodging and airfare expenses for the contractors' participation in IRI activities and events. The rates submitted should, therefore, not include an assumption of costs incurred by the contractor for the aforementioned travel related expenses. IRI will not provide a per diem for meals and incidentals to security staff that attend IRI events. No other expenses will be covered or reimbursed by IRI.

IRI requires that the offeror present three separate costs for desired services:

1. An inclusive cost for all Kenyan counties based on the number of IRI staff attending the event (e.g. 1, 5, 10, etc.) as well as whether cost deviations exist based on the geographic area of coverage. If same price is offered for all counties, you may use only one of county-based tables in your proposals. In case of price deviation based on the geographic area of coverage, you may group counties falling in the same price range and add as many ranges deemed necessary: example of how to present this cost is included below (table1).
2. Specific line-item services and their associated costs for monthly services, including the total amount of monthly services. An example of how to present this cost is included below (table 2).
3. Emergency response scenarios and their associated costs. Each presented scenario should breakdown the included proposed services. The offeror may present one or more scenarios. An example of how to present this cost is included below (table 3).

1. Below three tables (County Based Deliverable) are examples of total costs for counties.

<b>County Based Deliverable (Range 1)</b>	<b>Unit Cost</b>
County Range 1 (including XX counties) for Event/Activity Inclusive Cost at 1-4 IRI Staff	\$XX
County Range 1 (including XX counties) for Event/Activity Inclusive Cost at 5-9 IRI Staff	\$XX
County Range 1 (including XX counties) for Event/Activity Inclusive Cost at 10-14 IRI Staff	\$XX

County Range 1 (including XX counties) for Event/Activity Inclusive Cost at 15-19 IRI Staff	\$XX
County Range 1 (including XX counties) for Event/Activity Inclusive Cost at 25 IRI Staff	\$XX
County Range 1 (including XX counties) for Event/Activity Inclusive Cost at 40 IRI Staff	\$XX
Country Range 1 (including XX counties) for Event/Activity Inclusive Cost at 50 IRI Staff	\$XX

<b>County Based Deliverable (Range 2)</b>	<b>Unit Cost</b>
County Range 2 (including XX counties) for Event/Activity Inclusive Cost at 1-4 IRI Staff	\$XX
County Range 2 (including XX counties) for Event/Activity Inclusive Cost at 5-9 IRI Staff	\$XX
County Range 2 (including XX counties) for Event/Activity Inclusive Cost at 10-14 IRI Staff	\$XX
County Range 2 (including XX counties) for Event/Activity Inclusive Cost at 15-19 IRI Staff	\$XX
County Range 2 (including XX counties) for Event/Activity Inclusive Cost at 25 IRI Staff	\$XX
County Range 2 (including XX counties) for Event/Activity Inclusive Cost at 40 IRI Staff	\$XX
County Range 2 (including XX counties) for Event/Activity Inclusive Cost at 50 IRI Staff	\$XX

<b>County Based Deliverable (Range 3)</b>	<b>Unit Cost</b>
County Range 3 (including XX counties) for Event/Activity Inclusive Cost at 1-4 IRI Staff	\$XX
County Range 3 (including XX counties) for Event/Activity Inclusive Cost at 5-9 IRI Staff	\$XX
County Range 3 (including XX counties) for Event/Activity Inclusive Cost at 10-14 IRI Staff	\$XX
County Range 3 (including XX counties) for Event/Activity Inclusive Cost at 15-19 IRI Staff	\$XX
County Range 3 (including XX counties) for Event/Activity Inclusive Cost at 25 IRI Staff	\$XX
County Range 3 (including XX counties) for Event/Activity Inclusive Cost at 40 IRI Staff	\$XX
County Range 3 (including XX counties) for Event/Activity Inclusive Cost at 50 IRI Staff	\$XX

2. An example of total costs for monthly services are below:

<b>Monthly Based Deliverable</b>	<b>Unit Cost</b>
Monthly Service #1	\$XX
Monthly Service #2	\$XX
Monthly Service #3	\$XX
Total Monthly Services Cost	\$XX

3. An example for emergency service is below:

<b>Deliverable</b>	<b>Unit Cost</b>
Emergency Service Plan 1 (including XX, XX, XX, etc.)	\$XX
Emergency Service Plan 2 (including XX, XX, XX, etc.)	\$XX
Emergency Service Plan 3 (including XX, XX, XX, etc.)	\$XX

### **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:
  - best value

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) Able to provide a 24/7 emergency hotline - **10** percent
- c) Capable of monitoring and delivering a location management system – **10** percent
- d) Provides regular security assessments through email and SMS – **10** percent
- e) Past performance and experience in performing similar projects – **10** percent
- f) Experience providing a multitude of services to international NGO's and local organizations – **10** percent
- g) 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 Adam George, at [ageorge@iri.org](mailto:ageorge@iri.org) with the subject line "AFRICA2019K08" 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 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 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: \_\_\_\_\_