



**International
Republican Institute**
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REQUEST FOR QUOTES

Procurement Number:	IRI2017ALL03o
Open Date:	August 28, 2017
Questions Deadline:	Open deadline
Closing Deadline:	Rolling basis
Geographical Area Restrictions:	N/A
Point of Contact:	Rebecca Buursma, rbuursma@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 is seeking experienced Proposal Writers to assist IRI in the writing of winning proposals for democracy and governance programs. The Contractor will provide writing and editing services to IRI's Business Development Unit. The Business Development Unit is responsible for working collaboratively across IRI's program divisions to manage, plan, research, and oversee funding opportunities targeting a diverse group of donors and clients including the U.S. Federal Government, the Government of Canada, the U.K. Government, international donors such as the U.N., and others. Specific responsibilities are listed in the statement of work.

Period of Performance:

IRI will sign a contract with the selected bidders for a period of 1 calendar year with an option to extend the period of performance up to 5 calendar years. Each extension period should not exceed 1 calendar year.

Statement of Work:

- Serve as the lead writer for technical approach areas related to the sectors and countries in which IRI works, primarily democracy and governance programs;
- In consultation with the proposal Technical Lead, draft proposal content that addresses/complies with the requirements outlined in the solicitation scores well in terms of the evaluation criteria and incorporates winning themes and other strategies developed

by the proposal team. Examples of the content include, but not limited to: cover letters, executive summaries, resumes, project descriptions, and past performance references;

- Engage members of the IRI proposal team to become familiar with the subject matter; critically evaluate proposed technical approaches to identify strengths and weaknesses and suggest areas for improvement;
- Work with IRI's subject matter experts, including IRI's expatriate and field staff to incorporate technical solutions, approaches and strategies into a clearly articulated, compelling, and compliant proposal document that is well written;
- Work with IRI's program services team on developing well-written, articulated, compelling, and compliant proposal documents that outline IRI's approach to implementing proposed program activities.
- Proofread and edit technical documents and proposals.

This agreement will result in an open order which will allow IRI to work with the Contractor for a period of at least one year and up to five years. By the nature of the anticipated tasks, IRI will create a separate "scope of work" for each specific proposal opportunity. Each scope of work will contain particular task assignments, including word count, the level of editing desired, the number of rounds of feedback, feedback mechanisms and timelines as required.

International travel may be required.

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, email address, address, and telephone number of the Bidder.
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. 2-3 samples of past written proposals or sections of proposals. Strong preference will be given to Bidders that provide samples from the proposals for the U.S. Government funding for the democracy and governance programs.
6. A number of years of professional proposal writing/editing/ and international development program development experience.
7. Expert Service Rate Form provided at the end of this solicitation. IRI may contract previous clients and employers for professional reference compensation confirmation.

QUALIFICATIONS:

- Bachelor's degree in English, Communications, or a technical discipline;
- Excellent written and oral communications skills and fluency in English;

- Five years’ experience writing, editing, and proofing winning, successful proposals for clients for submission to USAID and/or other donors in the democracy and governance area;
- Knowledge and understanding of cross-cutting requirements in international development, including monitoring, evaluation and learning, gender mainstreaming, technology and innovation, public-private partnerships, capacity building, and training;
- Strong expertise and understanding of the conduct of U.S. Government performance and impact evaluations and development of performance monitoring plans and M&E plans;
- Strong conceptual, analytical, writing, and editing skills, including the ability to synthesize large amounts of information into concise narratives;
- Knowledge of competitive proposal processes and the role of a proposal writer in those processes;
- Strong organizational management skills, including the ability to prioritize tasks, time management, adherence to tight deadlines, and the ability to handle multiple activities;
- Strong MS Word, Excel, PowerPoint, and other computer skills.

Price bids

Bidders must propose an hourly rate, both for regular and “rush” work (less than 72 – hour turn – around time). This rate must remain valid for one year. The rate must be provided in U.S Dollars in the format of the table below.

Unit	Unit Price	Number of Units	Total
Hourly rate			
Daily rate			
Daily rate when travelling within the U.S.			
Daily rate when travelling outside of the U.S.			

The Contractor agrees to bill IRI on the hourly rate basis if the amount of hours worked on fulfilling the tasks under this Contract is less than 8 hours in a single calendar day. If the amount of hours worked on fulfilling the tasks under this Contract is more than 8 hours in a single calendar day and/or while travelling for the purposes of this contract, the Contractor will bill IRI using the daily rate.

The “daily rate when travelling within the U.S.” and the “daily rate when travelling outside of the U.S.” are rates that will be used when the Contractor travels for the purpose of this Contract for 12 hours or more. This rate must include any necessary substance expenses such as meals and incidental costs while on travel. IRI will reimburse the Contractor for other pre-approved costs that the Contractor may incur while travelling for the purposes of this Contract based on actual receipts. Examples of reimbursable expenses include, but not limited to: lodging, taxi, airport transportation, office stationary, printing and copying of IRI materials.

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) The quality of work (based on samples and references) – 40 percent
 - b) Cost - 25 percent
 - c) Years of relevant experience - 15 percent
 - d) Level of experience working on the democracy and governance programs - 20 percent.
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 Rebecca Buursma rbuursma@iri.org with the subject line “ALL201703o” followed by the name of the Bidder’s firm or, for individuals, the last name.”(example, ALL201703o Smith)

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 “Sub recipient” 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	Employment Period (<i>M/D/Y</i>)		Annual Salary ¹ U.S. Dollars
		From	To	

SPECIFIC EXPERT SERVICES

SERVICES PERFORMED/TITLE	CLIENTS NAME AND ADDRESS POINT OF CONTACT & TELEPHONE #	Service Period (<i>M/D/Y</i>)		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.