



**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

Procurement Number:	ASIA2019MAL07o
Open Date:	10/07/2019
Questions Deadline:	10/14/2019
Closing Deadline:	10/17/2019
Geographical Area Restrictions:	N/A
Point of Contact:	Daniel Keesey dkeesey@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.

Since 2002, the International Republican Institute (IRI) has conducted programing in Malaysia designed to increase civic and political participation as part of its long-term goal of improving the responsiveness and strength of democratic institutions. Through public opinion research, IRI seeks to support the development of political party institutions capable of more responsive, inclusive and sustainable constituent outreach, strategic planning and issue identification.

Period of Performance

Date of Signature through March 31, 2020.

Statement of Work

Contractor will field a nationwide interviewer-administered (face-to-face) or computer-assisted telephone interview (CATI) public opinion survey of at least n=1,500 respondents across Malaysia about their perceptions of the economy, government policies and the direction of the country, political parties and involvement of marginalized populations in politics. Contractor will adhere to the Institute's Center for Insights in Survey Research's (CISR) methodological survey best practices and protocols to ensure rigorous international standards are applied.

RESEARCH TASKS

General Responsibilities of Contractor

- Translation, CATI programming, pretesting, adaptation of questionnaires;
- Development of a CATI Sampling Plan; list and explain any geographic or other exclusions; the proposed Sampling Plan will be reviewed by IRI Center for Insights in Survey Research and any further changes agreed upon by IRI and Contractor will be incorporated;
- Training of interviewers;
- Arranging and supervising all aspects of fieldwork, including back-checks;
- Entering and processing the survey data, including data cleaning and encoding survey responses;
- Ascertaining the representativeness of the sample and weighting the data, if necessary;
- Statistical analysis of findings and writing an analytic report (3-5 pages) to place the findings within the local political and other context.

Questionnaire

- In cooperation with IRI, the contractor will design and translate and back translate the questionnaire from English to Malay. The questionnaire must be approved by IRI in writing before fieldwork begins.
- The estimated average interview duration will be no more than 25 minutes.

Sample Design

- IRI requires a national sample of at least n=1,500 participants aged between 18+, that is representative of the population of the survey universe. Planned exclusions of the population of the survey universe (e.g. geographic etc.) must be discussed during quotation stage.
- The CATI sample shall be drawn using recognized probability methods, all the way down to the selection of the individual respondent at the household level. In the event that any departure from probability sampling methods is recommended by the bidder for all or any part of the survey, the sampling methodologies to be employed shall be described in detail and a rationale for their use shall be provided. IRI's general preferred CATI sampling approach is based on stratification for mobile versus landline, area code (if applicable), and between different phone providers.
- A detailed sampling plan shall be submitted to IRI prior to fieldwork, including a description of the survey coverage, allocation of the sample, description of the sampling frame, description of any stratification criteria to be used, description of the stages of selection and the selections methods to be used at each stage, the method to be used for selection of the respondent at the household level, an explanation for any divergence from use of the KISH grid for respondent selection, and call-back rules to be employed.

Pre-test

The questionnaire shall be pre-tested by the Contractor prior to the commencement of any fieldwork. No less than 20 pre-test interviews shall be conducted. The Contractor shall provide IRI with a written report of the results of the pre-test, along with details of any problems encountered and suggested remedies, prior to the commencement of any fieldwork.

Fieldwork

Interviews shall be conducted by interviewers thoroughly briefed by the Contractor prior to commencement of any fieldwork. The Contractor shall ensure that interviewers are thoroughly familiar with respondent selection procedures, call back procedures, and the structure of the questionnaire, including routing and filtering. Interviewer training shall include practice sessions in administering the questionnaire. All interviewers must have at least completed secondary education and must be fully fluent (reading and speaking) in the language(s) in which they are to administer the interviews. The interviews shall be over-the-phone. A written report of the results of the interviews will be required as part of the Analytical Report.

Data Processing

The Contractor shall be responsible for data entry, cleaning, and processing, including development and implementation of a coding scheme for all open-ended questions. The Contractor shall supply data to IRI as a clean, fully labeled SPSS “*.sav” file with a complete data dictionary of variable names and value labels. There shall be one data record for each respondent and records shall be of fixed length. The Contractor shall be responsible for deriving and applying any post-stratification weights required to bring the sample into conformity with the demographic profile of the population as well as any additional weighting factors required to correct for disproportionate allocation. If demographic weights were to exceed a factor of 1:8, this must be discussed in writing with IRI before the weight is applied. Each record shall include a unique respondent ID number, interviewer ID number and date of interview. Each record shall include demographic information about the respondent, related to areas such as age, religion, minority status, language skills and other areas as determined by the Offeror in consultation with IRI.

Technical Report

When delivering data, the Contractor shall provide a Technical Report which shall include the following:

- A complete Sampling Plan,
- Details of response rates, including tabulation of unsuccessful interview attempts, with reasons for non-response (i.e. respondent refusal, proxy refusal, etc.).
- A brief report on survey operations including any practical difficulties encountered in carrying out the survey;
- Estimated sampling error;
- A complete explanation of the weighting scheme including details of how weighting factors were developed and applied, as well as the demographic data on which weights were based (i.e., age, gender, and education distributions in the population);

PowerPoint Presentation

The Contractor will provide a presentation with a chart for every survey question. A template (already completed with historic data for trend charts if applicable) will be provided by IRI.

Analytical Report

The Contractor will provide both a written analytical report of at least 5 pages and a report in PowerPoint form highlighting key findings from

the sampling data while placing these findings within the local context. Mere description of data is not sufficient; the report must contain analysis.

SUMMARY OF DELIVERABLES

The Deliverables to be provided to IRI by the Contractor are as follows:

- Technical plan on development and preparation of technical and methodological materials necessary to conduct the poll and expected timeline of implementation
- SPSS data and written report on the pre-testing of the questionnaire and training of enumerators.
- Copies of the final polling questionnaire, as fielded, in English and translations;
- All collected polling data in the SPSS format in English.
- A written narrative analysis report, at least 5 pages long and results of poll displayed in an analytic report of 30-50 slides in MS PowerPoint in idiomatic English, outlining the major findings from the data and significance for the country.

SCHEDULE

Contractor will advise IRI on a feasible timeline for completing work on this project with the deliverables above to be submitted no later than three weeks after the conclusion of fieldwork.

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 10 pages (not including cover page).
6. Resume/CV(s) of the Key Personnel
7. At least two references that can attest to the Contractor's past performance
8. Application in English

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

Unit/Deliverable	Unit Price	Number of Units	Total
Translation and back translation of survey instrument			
Field test for survey			
Fieldwork price per number of interviews <ul style="list-style-type: none"> ○ n=1,500 ○ n=2,000 ○ n=2,500 ○ n=3,000 			
Data processing and entry per number of interviews			
Total cost of national public opinion survey			

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
 - *Provides past performance fielding details of a nationally representative survey*
 - *Demonstrates ability to communicate and present findings in English*
 - *Provides at least two references who can attest to the Contractor's past performance*
- b) Past performance and experience in performing similar projects – 25 percent
 - *Experience fielding nationally representative surveys in Malaysia*
 - *Experience fielding nationally representative survey in Malay*
- c) Compliance with security and other 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 Daniel Keesey, at dkeesey@iri.org with the subject line "ASIA2019MAL07" 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. 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.
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 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 Lobbying

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: _____

CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal Cooperative Agreement, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned must complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
3. The undersigned must require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients must certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification will be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature: _____
Date: _____
Name: _____
Title/Position: _____
Entity Name: _____
Address: _____

