



**International  
Republican Institute**  
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## REQUEST FOR PROPOSALS

<b>Procurement Number</b>	GOV2019MIG02
<b>Open Date</b>	November 3, 2018
<b>Questions Deadline</b>	November 6, 2018
<b>Closing Deadline</b>	November 23, 2018
<b>Geographical Area Restrictions</b>	None
<b>Point of Contact</b>	Milica Djuric, mdjuric@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 conducting a qualitative study of the political perspectives and governance needs of the Venezuelan refugee communities and local government officials in Colombia. This study will explore drivers of instability caused by forced migration. The study will seek to elicit political and governance perspectives and needs as well as the opportunities and challenges within the host community framework in Colombia in order to raise awareness of community-specific needs and support efforts to address migration-related governance challenges. The initiative will include focus group discussions (FGDs) and in-depth interviews.

**Period of Performance:** Date of signature-February 28, 2019

### Statement of Work

- The prospective bidder in Colombia or a research firm will implement focus group discussions (FGDs) and in-depth interviews (IDIs) with refugees and key stakeholders.
- The researcher will identify and pre-screen participants for the upcoming FGD.
- The prospective bidder will conduct up to 8 FGDs (8-15 people per FGD) and 10 IDIs using a sampling approach, stratification and discussion guide developed by IRI.
- The prospective bidder will use a pre-screening questionnaire to recruit for the specific communities or profiles in a way that meets IRI's intended disaggregation and stratification plan.

- Expected target communities include Venezuelan refugees in Colombia, both male and female, located in rural and urban areas as well as in refugee camps or communities.
- The contractor will send transcribed FGD transcripts (in native language and translated into English) to IRI. Upon acceptance and approval of the transcripts, the fielding of the focus groups will be considered complete.

**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 5 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 USD, payments under any resulting contract will be made in this currency.

<b>Unit/Deliverable</b>	<b>Unit Price</b>	<b>Number of Units</b>	<b>Total</b>
Report detailing the consultation with IRI including the stratification guide to the selection of target communities			

Detailed Focus Group Discussion transcripts including translation			
Translated IDI transcript			
Analytical report and summary of FGD and IDI findings			

**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) – **40 percent**
    - *Proposed technical approach (20)*
    - *Personnel qualifications and experience(20)*
  - b. Past performance and experience in performing similar projects – **40 percent**
    - *Experience in data collection and interviews (20)*
    - *Experience in Translation (20)*
  - c. 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 POC, Milica Djuric, mdjuric@iri.org with the subject line +“GOV2019MIG02” 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 an 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.

## **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**

None required for this solicitation.