



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

<b>Procurement Number:</b>	EURASIA2018K05o
<b>Open Date:</b>	August 25, 2018
<b>Questions Deadline:</b>	August 29, 2018
<b>Closing Deadline:</b>	September 5, 2018
<b>Geographical Area Restrictions:</b>	116
<b>Point of Contact:</b>	Matt Tappert, mtappert@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 conducts annual surveys of public opinion in Kyrgyzstan to inform political parties and local stakeholders on issues relevant to constituents. IRI will employ a local public opinion research firm to field the survey (of 1,500 respondents) and a polling consultant to analyze and present the polling results. IRI is seeking bids from qualified public opinion research contractors to conduct data analysis and quality control oversight for one national poll in Kyrgyzstan.

### Period of Performance

September 15, 2018- October 15, 2018

### Statement of Work

Using data provided by IRI, the Contractor shall perform the following as part of IRI's program in Kyrgyzstan:

1. Provide guidance on survey questionnaire design to ensure highest quality standard and reflect best practices of public opinion research.
2. Provide oversight and consultations to IRI's in-country survey research partner on data analysis, sampling, data check and survey research methodologies.
3. Analyze data file for one national poll, using data submitted by an in-country polling firm. Data analysis includes review, tabulation and cross-tabulation of polling data collected by the in-country research firm.

4. Develop a written analysis report in English and arrange PowerPoint presentations for one national survey. The PowerPoint presentations shall be provided to IRI in both English and Russian languages. Written analyses will focus on information that is politically applicable to IRI's program in Kyrgyzstan. Both the PowerPoint and written analysis will follow a predetermined format and style guide, provided by IRI.
5. As directed by IRI, conduct in-person briefings in Bishkek, Kyrgyzstan on poll findings with relevant stakeholders, including USAID/U.S. Embassy in Bishkek. The polling consultant will conduct up to 15 in-person briefings per survey.

Deliverables include the following:

- Two PowerPoint presentations featuring visually displayed graphics and data analysis (one in Russian, one in English).
- Written analysis of poll findings that include key takeaways in English.
- In-person poll briefings in Bishkek, Kyrgyzstan (up to 15 per survey) described in post-briefing reports.

### **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).
6. Proposals must contain the attached Expert Service Rate Form.

### **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. The Proposals must be submitted in USD, payments under any resulting contract will be made in this currency.

Unit/Deliverable	Unit Price	Number of Units	Total
PowerPoint presentations in Russian and English			
Written analysis of results			
Reports on in-person briefings (up to 15) in Bishkek			

### 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) – 30 percent
    - *High proficiency In Russian language (written, speaking and reading)*
    - *High proficiency in English language (written speaking and reading)*
  - b) Past performance and experience in performing similar projects – 30 percent
    - *Experience working as consultant on polling projects in Kyrgyzstan*
    - *Experience working with US government and International organizations*
  - e) Price- price is cost effective – 40 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 Matt Tappert at [mtappert@iri.org](mailto:mtappert@iri.org) with the subject line "Polling Consultant Proposal" 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.
  - 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.