



**International  
Republican Institute**  
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## REQUEST FOR QUOTES

<b>Procurement Number:</b>	EURASIA2018U07o
<b>Open Date:</b>	November 1, 2018
<b>Questions Deadline:</b>	November 16, 2018
<b>Closing Deadline:</b>	November 23, 2018
<b>Geographical Area Restrictions:</b>	935
<b>Point of Contact:</b>	Joshua Solomon, <a href="mailto:jsolomon@iri.org">jsolomon@iri.org</a>

### **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 will be conducting a long-term election observation mission in Ukraine to observe the electoral process before the country's 2019 presidential elections. IRI is currently recruiting a Long- Term Observation (LTO) Coordinator. It is expected that deployment for the candidate will take place at least six weeks ahead of Election Day which is expected to be held March 31, 2019 and will remain through the end of April. The deadline for candidate applications is November 23, 2018 and applications are assessed on a rolling basis.

The LTO coordinator will be responsible for supervising and providing logistical support to the six LTO teams, based across the country. From IRI's Kyiv office, the coordinator will collect and analyze the LTO's weekly election observation reports, as well as write the final election observation report upon the conclusion of the presidential elections. This information will be used to generate public and private reports in order to build confidence in the democratic process and to highlight areas requiring additional attention to domestic and international stakeholders. In addition to conducting observation of election processes, the LTO coordinator be instrumental in shaping the Short- Term Observation (STO) strategy. The LTO Coordinator will report to Resident Program Director, also based in Kyiv.

The LTO Coordinator must be fluent in English, both verbal and written. The LTO Coordinator cannot be a citizen of Ukraine.

### **Period of Performance:**

Date of signature- April 1, 2019

### **Statement of Work:**

*A nonprofit organization dedicated to advancing democracy worldwide*

The prospective Bidder is expected to complete the following:

- Supervise the work of the six Long Term Observation teams
- Provided any necessary logistical support to the teams.
- Prepare a weekly report of electoral preparation and implementation, specifically on meetings with pertinent government officials, political party representatives, civil society activists, prospective voters and election officials. The report should be a summary and complication of the weekly reports submitted from the field by each LTO team. Weekly templates, interview protocols and observations checklists will be provided by IRI.
- Keep the Resident Program Director apprised on the activities of the LTO Teams on a regular basis and as needed.
- Prior to and on Election Day, assist the Resident Program Director as needed in implementing the Election Observation Mission.
- Assist with preparation of all statements and reports as requested.

## **Deliverables**

- Weekly summary reports submitted to IRI Program Director in Kyiv. Weekly reports must include photographs with captions which will be used by IRI program staff in creating media content including tweets, blogs, videos, or Instagram posts.

Verbal consultations to assist with STO deployment strategy, briefing materials and pre-election observation report.

## **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, address, and telephone and facsimile numbers of the bidder (and electronic address if available);
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. Bids will not exceed 5 pages (not including cover page), using Times New Roman font, 1" margins.
6. Attachment requirements:

- CV/Resume
- Expert Service Rate Form provided at the end of this solicitation. IRI may contact previous clients and employers for professional references and compensation confirmation.

Price Bids must adhere to the following criteria:

The weekly rates submitted should, therefore include an assumption of costs incurred by the contractor for the expert services and the taxes to be paid by the contractors including meals and incidentals. IRI will pay for the transportation, lodging, translators and communication expenses including phone bills and internet expenses limited to IRI activities. IRI will follow U.S State Department rates and pay all international travel (Economy class airfare only). All expenses should be included within the daily and hourly rates, as no other expenses will be covered or reimbursed by IRI. Bids must be submitted in USD, payments under any resulting contract will be made in this currency.

<b>Unit</b>	<b>Unit Price</b>	<b>Number of Units</b>	<b>Total</b>
Daily Rate			

#### **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) Technical evaluation, (including technical capabilities, proposed technical approach, and personnel qualifications) – 50 percent
  - b) Past performance and experience in performing similar projects including reference checks – 20 percent
  - c) Availability for duration of required term - 20
  - e) Price – 10 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 POC, Joshua Solomon, jsolomon@iri.org with the subject line "EURASIA2018U07o" by the deadline listed above.

### **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 "Subrecipient" 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.

<b>EXPERT RATE INFORMATION</b>
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Name (Last, First, Middle)	Proposed Rate:	Daily	Hourly		
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.					
<b>EMPLOYMENT HISTORY - SALARY</b>					
POSITION TITLE	EMPLOYER'S NAME AND ADDRESS POINT OF CONTACT &TELEPHONE #	Employment Period (M/D/Y)		Annual Salary <sup>1</sup> U.S. Dollars	
		From	To		
<b>SPECIFIC EXPERT SERVICES</b>					
SERVICES PERFORMED/TITLE	CLIENTS NAME AND ADDRESS POINT OF CONTACT &TELEPHONE #	Service Period (M/D/Y)		Units at Rate	Daily/Hourly Rate <sup>2</sup> In U.S. Dollars
		From	To		
<b>CERTIFICATION:</b> To the best of my knowledge, the above facts as stated are true and correct.					
Signature				Date	

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<sup>1</sup> 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.

<sup>2</sup> 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.