



**International
Republican Institute**
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REQUEST FOR PROPOSALS

Procurement Number:	EURASIA2020M001o
Open Date:	October 15, 2019
Questions Deadline:	October 21, 2019
Closing Deadline:	October 25, 2019
Geographical Area Restrictions:	935
Point of Contact:	Teodora Graur (tgraur@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's work in Moldova is geared toward developing the capacity of political parties—with specific focus on internal structures and processes, financial compliance and outreach to voters. IRI's programming seeks to strengthen the ability political leaders to organize themselves and effectively communicate and represent the Moldovan citizens. A key component of this work is the regular polling that IRI conducts in order to gauge public sentiment and in turn to inform political parties and local stakeholders on issues relevant to constituents.

IRI is seeking quotations from qualified survey research and polling firms and individuals for data analysis of up to five national surveys (1,200 to 1,500 respondents each) and several focus group research discussions in Moldova

Period of Performance

Date of signature – March 31, 2021

Statement of Work

National Poll Data Analysis

The Contractor shall analyze data previously collected as a result of up to five national polls (1,200 - 1,500 respondents each) in all *raions* (regions) of Moldova aimed at evaluating the social and political situation in the country.

The Contractor will be expected to:

1. In cooperation with IRI, approve strategy and methodology for the data analysis and preparation of corresponding presentations;
2. Prepare two presentations (per poll) providing general analysis and a two-page overview of the results. All presentations must be prepared in English and Romanian languages using the IRI polling presentation template that will be provided by IRI;
3. Present the polling data in the form of consultations with IRI and other select groups as indicated by IRI. Presentations will be delivered in Russian or Romanian.

The Contractor shall be expected to provide the following deliverables:

1. Technical plan on strategy and methodology for the data analysis and preparation of presentations;
2. Two presentations in the English and Romanian languages each within ten (10) days of receiving the SPSS data on each of the public opinion polls.

As the respondent data is collected and aggregated, the Contractor will work in tandem with the on-the-ground data collection firm in order to ensure data security and perform data quality control.

Focus Group Analysis

IRI is procuring the services of a contractor to perform analysis of the FGD findings and prepare a PowerPoint based report.

GENERAL RESPONSIBILITIES

The contractor will be provided with:

- Discussion guide in English, which includes research objectives
- Full transcripts in English (or Romanian if requested) of all FGD sessions, approximately four to six sessions per round of focus groups. Transcripts are standard length.
- Opportunity to consult with an IRI employee who observed one of the FGD sessions
- Upon request and availability only: audio/video recordings of the FGD sessions (in Romanian only)
- PowerPoint template to prepare deliverables

The contractor is expected to analyze all transcripts to prepare the deliverables (PowerPoint slides). The deliverables will ultimately serve to guide political stakeholders in Moldova as they interact with voters, plan projects and messaging and implement policies.

DELIVERABLES

30-50 slides in MS PowerPoint in idiomatic English, which includes a one or two page/slide executive summary for review, editing and acceptance by IRI. The slides will synthesize findings across all participants and all sessions, while noting to any major differences of opinions between participants and sessions. The slides must present actual analysis (i.e. not mere description) and illustrative quotes from participants.

TIMING

The slides will be submitted to IRI within 3 weeks of receipt of the transcripts.

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 must be prepared in English and will not exceed 10 pages (not including cover page) and bidder should include in the application information related to past performance, including presentations, reports, results of research, etc. IRI will accept bids presented in an email.
6. Proposals submitted by individuals must contain the attached Expert Service Rate Form and a CV/resume.
7. Poll Data Analysis:
 - a. *Proposals should address the following points:*
 - List quantitative analysis projects you conducted with similar specifications (similar to national polls outlined above)
 - List experience with Moldova and/or Eurasia research
 - State if you are to comply with all requirements listed on this SOW without alterations. If any proposed alterations, explain.
 - Describe SPSS and MS PPT experience
 - Describe experience giving oral presentations on poll data
 - Describe anticipated challenges if any
 - Include sample slides
8. Focus Group Analysis:
 - a. *Proposals should address the following points:*
 - List qualitative analysis projects you conducted with similar specifications (similar to focus group discussions outlined above)
 - List experience with Moldova and/or Eurasia research
 - State if you are to comply with all requirements listed on this SOW without alterations. If any proposed alterations, explain.
 - Describe analysis plan
 - Describe anticipated challenges if any
 - Include sample report

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.

Cost proposal must include the following criteria:

- Flat rate (for above Statement of Work) for written data summary and slide deck, per survey
- Flat rate (for above Statement of Work) for oral presentation, per survey (such presentations will be conducted for IRI partners in Moldova in advance of the polls public release. They will require travel to Moldova);
- Flat rate (for above Statement of Work) for written data analysis and slide deck, per focus group discussion.
- Prices should be quoted in US Dollar (USD).

Unit/Deliverable	Unit Price
Technical plan on strategy and methodology for national poll (n=1500)	
Technical plan on strategy and methodology for national poll (n=1200)	
Written presentation in PowerPoint format (in both English and Romanian) with two-page summary of key results (n=1500)	
Written presentation in PowerPoint format (in both English and Romanian) with two-page summary of key results (n=1200)	
Oral presentations of the polling data	
Written data analysis and slide deck for focus group discussions	

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
 - *Technical capabilities*
 - *Proposed technical approach to work with data collection team to ensure data security*
 - *English, Romanian and Russian language skills*
- b) Past performance and experience in performing similar projects – 40 percent
 - *Relevant experience in politically-focused or relevant quantitative and qualitative public opinion data analysis in Moldova and/or the Eurasia region as demonstrated by CV and/or list of past projects*
 - *Three references*
- c) Price – 30 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.
6. Able to provide in-country presentations of the data to IRI partners as needed.
7. Professional fluency in Romanian, Russian, and/or English.

Submission Instructions

Bids must be submitted via email to Teodora Graur, at tgraur@iri.org with the subject line "EURASIA2020MO01o RFP" 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 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: _____

EXPERT RATE INFORMATION

Name (Last, First, Middle)	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 POINT OF CONTACT & TELEPHONE #	Employment Period (M/D/Y)		Annual Salary ¹ U.S. Dollars
		From	To	

SPECIFIC EXPERT SERVICES

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