



**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:	EURASIA2020M009o
Open Date:	March 3, 2020
Questions Deadline:	March 10, 2020
Closing Deadline:	March 18, 2020
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 competent 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.

Given the small market of public opinion research firms in Moldova and the divided political landscape, IRI is seeking an external data analyst to provide a level of oversight to assure audiences of the quality and impartiality of the data.

IRI is seeking quotations from qualified firms and individuals to provide data security, analysis support, and/or oral presentations of data for of up to five national surveys (1,200 to 1,500 respondents each).

There are two areas of need for which bidders may apply:

- **Data security, data quality oversight, aggregation and analysis**
- **Oral presentations of the data**

Within their bid proposals, bidders shall clarify which areas of need they are able to capably provide services.

Period of Performance

Date of signature – March 31, 2021

Statement of Work

National Poll Data Analysis

The Contractor shall provide data security support, data quality oversight, data aggregation and analysis, and/or oral presentations for data previously collected for up to five national polls (1,200 - 1,500 respondents each) in all *raions* (regions) of Moldova, with the exception of Transnistria, aimed at evaluating the social and political situation in the country.

Depending on the area of need, 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. Have access to and configure an external server based outside of Moldova to which IRI Moldova's data collection vendor can upload individual survey responses.
3. Program and deploy an online data-entry platform to the data collection contractor, including travel to Moldova if necessary, for the data-entry method the bidder proposes;
4. Provide methodological supervision of and consultation with the data collection contractor as needed in order to ensure a high standard of data quality.
5. Aggregate the individual survey responses as a clean, fully labeled (in English) SPSS "*.sav" file with a complete data dictionary of variable names and value labels.
 - a. The data collection vendor will supply the bidder with one data record for each respondent and records will be of fixed length. The bidder 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 at the very least for gender and age groups, as well as any additional weighting factors required to correct for disproportionate allocation, if use. Ideally, IRI would want education groups included in weights, and if available demographic data allows it, those without formal education will be assigned a separately code from those with a least some primary education. If demographic weights were to exceed a factor 1:8, this must be discussed in writing with IRI before the weight is applied. IRI has strict upper limits on post-weighting and requires unweighted samples already generally matching the population's rough gender and age distribution. For example, an unweighted sample of 65% male and 35% female would not be accepted, even if corrected with post-weights. Each record from the data collection vendor will include a unique respondent ID number, interviewer ID number, interview duration, Sampling Point ID number, interview start and end times, date of interview, GPS coordinates if using CAPI devices capable of capturing this data, and interview language if there is more than one. Each record will also include demographic

information about the respondent, including: gender, exact age, and education level.

6. Prepare one Powerpoint presentation per poll providing general analysis and a two-page overview of the results. Requests for additional slides (i.e. four to five) may be made based on requests from stakeholders following the oral presentations. The presentations must be prepared in English using the IRI polling presentation template that will be provided by IRI. An example of this template can be seen on IRI's website. Presentations are generally 100-120 slides. The overview of the results will focus on information that is politically applicable, note trends and/or reversals in public opinion and include cross-tabulations of data as appropriate;
7. Present the polling data to stakeholders in Moldova in the form of consultations with IRI and other select groups as indicated by IRI. It is IRI's preference that presentations be delivered in Russian or Romanian, but accommodations can be made for translation provided other bid elements are strong.

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. Clean, fully labeled (in English) SPSS "*.sav" file with aggregated responses and a complete data dictionary of variable names and value labels.
3. One PowerPoint presentation in the English language within ten (10) days of receiving the final respondent data for 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. Communication with the data collection vendor can be conducted in English.

Within their bid proposals, bidders shall clarify which components of the scope of work they are able to effectively complete. If bidders have questions or proposed alterations about specific elements of the scope of work, please contact Teodora Graur (tgraur@iri.org).

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. Proposals should address the following points:
 - a. List quantitative analysis projects you conducted with similar specifications (similar to national polls outlined above)
 - b. List experience with Moldova and/or Eurasia research, if any
 - c. State if you are to comply with all requirements listed on this SOW without alterations. If any proposed alterations, explain.
 - d. Describe SPSS and Microsoft PPT experience
 - e. Describe experience giving oral presentations on poll data
 - f. Describe anticipated challenges if any
 - g. Describe proposed approach to work with the data collection vendor to ensure data security and data quality. For bidders outside of Eurasia, describe planned approach to set up the external server.
 - h. Include three references
 - i. Bidders should indicate their language fluency in English, Romanian, or Russian.

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 (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 aggregated SPSS file, per survey. This flat rate should include travel costs (airfare, lodging, etc.) if the proposed methodology requires in person travel by the bidder or a representative.
- 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, usually in trips lasting 4 to 5 days. Costs associated with travel to Moldova should be incorporated into bidder's flat rate);

Unit/Deliverable	Unit Price
Aggregated SPSS file for national poll (n=1500), including travel costs if proposed methodology requires	

Aggregated SPSS file for national poll (n=1200), including travel costs if proposed methodology requires	
Written presentation in PowerPoint format (in English) with two-page summary of key results (n=1500)	
Written presentation in PowerPoint format (in English) with two-page summary of key results (n=1200)	
1 trip for oral presentations of polling data in Chisinau, including costs for travel	

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
 - a. *Technical capabilities*
 - b. *Proposed technical approach to work with data collection team to ensure data security and oversight*
 - c. *Ability to fulfill multiple areas of need in Scope of Work*
- b) Past performance and experience in performing similar projects – 30 percent
 - a. *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*

- b. *Past experience conducting polling presentations to high-level stakeholders*
- 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.

Submission Instructions

Bids must be submitted via email to Teodora Graur, at tgraur@iri.org with the subject line "EURASIA2020MO09o 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. 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: _____