

## REQUEST FOR PROPOSALS

<b>Procurement Number:</b>	EURASIA2021A02o
<b>Open Date:</b>	May 10, 2021
<b>Questions Deadline:</b>	May 23, 2021
<b>Closing Deadline:</b>	May 25, 2021
<b>Geographical Area Restrictions:</b>	937
<b>Point of Contact:</b>	Agnesa Karapetyan ( <a href="mailto:akarapetyan@iri.org">akarapetyan@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 is implementing the “Combatting COVID-19 Disinformation in Armenia” project, funded by the U.S. Department of State, Bureau of Democracy, Human Rights, and Labor program. The program aims to increase the inclusivity of the political institutions, actors and processes, as well as expand the space where human rights and health overlap in the policy-making processes.

The project also seeks to galvanize actors from within the Government of Armenia, civil society, and the independent media sphere to create a coordinated and transparent front against disinformation in the country.

Under the current funding IRI seeks the services of developing an online platform/website that hosts timely, relevant information on COVID-19, related disinformation, and the government’s response to the health crisis. The website shall include regularly updated health information, a section devoted to disinformation, and a fact-checking page.

The new website will include sections that inform the public of the government’s response, details what citizens should do to protect themselves, and amplified expert health advice from medical professionals and civil society. The platform will also include an expansive section devoted to the threat of COVID-19 related disinformation, featuring research, findings, and other outputs produced by the working group. This section will feature user-friendly explanations of disinformation, as well as walk-through guides on how to identify it and report it. Finally, the website will feature a fact-checking section where independent

journalists debunk the most widespread and harmful false stories circulating around the Armenian disinformation space.

### **Period of Performance**

June 1, 2021- February 28, 2022

### **Statement of Work**

IRI seeks a solicitation request for COVID-19 information related website development, that will include information about the pandemic, vaccination, disinformation guidelines, COVID-19 myths, and myth busters, amongst others.

Develop and design a platform in accordance with IRI's needs as a one-off project. The main requirements are:

- 1) Develop a responsive (this means desktop, tablet and mobile friendly) and human-oriented (User-Centered), consistent and visually attractive user-interface design.
- 2) Develop front-end and back-end interfaces for users and admin panel, which allows the Ministry of Health (hereafter MoH) staff to easily and cost effectively update content and work with settings after the initial launch.
- 3) Cross-platform testing and browser compatibility. The site must be compatible with the current versions of the following browsers (Firefox, Internet Explorer, Safari, and Chrome), as well as Internet Explorer version 6 onwards.
- 4) Cross-device compatibility. The site must be compatible for mobile view on Android and iOS devices, without losing key functionality and information.
- 5) Website shall be multilanguage (Armenian, English and Russian) and accessible for the persons with disabilities (including but not limited to hearing and visual impairment).
- 6) Optimization for the low bandwidth users.
- 7) The website should adhere to the security best practices, as well as the Government of Armenia's security benchmarks .
- 8) The bid should include a fact-checking section where independent journalists can debunk the most widespread and harmful false stories circulating around the Armenian information space.
- 9) Integrate effective search and aggregate functions that interact with social media platforms (YouTube, Facebook, Telegram).
- 10)The website should include features that allow for data storage and dynamic, interactive visualizations. Visualization types will include (but not be limited to) charts, graphs, videos, and geospatial imagery. The interface for such features must be accessible to the MoH technical support and content responsible staff.
- 11)The bid should include a plan for integration (through API or otherwise) with the e-health.am platform and other Armenian e-gov services.

The completed web site, web design, software and architecture become the property of the MoH once completed and accepted.

The website, post-development, will be managed by the MoH team, and thus the bidder should include a training session in their bid. The website should be able to house a

considerable amount of data, including opinion research data, reports, blogs, and other public facing content related to disinformation or the Vaccination.

#### Developer Staff Requirements:

IRI requests that Offerors provide the names and CVs for the following key project personnel:

**Lead developer:** The lead developer is responsible for the overall development process and assures that all code contributed is in line with coding standards. The lead developer has extensive experience (at least four years) in programming.

**Junior developer:** The junior developer supports the lead developer with the overall development process. The junior developer has at least two years of work experience in programming and website development.

**Graphic designer:** The Offeror will have a team of graphic designers with prior experience on designing websites with a solid portfolio of at least 5 years of experience.

**Graphical integrator:** The graphical integrator supports the development team with the integration of graphic design and CSS elements. The graphical integrator has at least four years of experience with the CMS integration of responsive CSS and graphic design.

IRI Armenia invites potential Offerors to provide information including technical details on how each of these requirements will be implemented.

IRI Armenia welcomes proposals which include alternative solutions to any of the detailed technical requirements presented in this scope of work, provided that the tenderer explains that this would yield at least a comparable service level.

Note: Given the current and future development of COVID-19 in Armenia, the meetings can be held online.

#### Deliverables:

1. COVID-19 website architecture approved based on the concept presented by the IRI
2. Home page development
3. Sub-pages development
4. Develop a user manual and deliver a webinar for the support staff and system administrators to perform content upload, system maintenance and administration.
5. Source code handover: Full source code including all developed libraries shall be handed over to the MoH

#### **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 not exceed 5 pages (not including cover page). All application documents should be submitted using Microsoft Office programs (Word, Excel, PowerPoint).
6. Bidders should highlight relevant professional experience in their application with up to 5 recent projects that show relevant expertise and experience in developing similar websites along with contact details. Links to websites developed by Bidder are accepted and preferred.
7. Bids must include CVs of members of the project team that clearly indicate their relevant experience in web development field. CV must also include contact information for a minimum of three professional references with whom the bidder has had a working relationship within the last 24-month period.
8. Bidders must have:
  - a. Five (5) years' experience in website and content development;
  - b. Language proficiency in Armenian and English.

### **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 AMD, payments under any resulting contract will be made in this currency.

<b>Unit/Deliverable</b>	<b>Unit Price (AMD)</b>	<b>Number of Units</b>	<b>Total (AMD)</b>
COVID-19 website architecture approved based on the concept presented by the IRI			
Home page development			
Sub-pages development			
Develop a user manual and deliver a webinar for the support staff and system administrators to perform content upload, system maintenance and administration.			

Source code handover: Full source code including all developed libraries shall be handed over to the MoH			
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Invoice on receipt of deliverables. No reimbursement allowed.

### **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) – 35 percent
  - a. *Technical Capabilities (15 percent)*
  - b. *Personnel qualifications as determined by CVs (20 percent)*
- b) Past performance and experience in performing similar projects – 25 percent
- c) Price – 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 Agnesa Karapetyan, at [akarapetyan@iri.org](mailto:akarapetyan@iri.org) with the subject line "EURASIA2021A02o 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. By applying to this RFP, applicant is certifying that if it is awarded a contract, none of funds payable under the resulting contract will be used to (1) procure or obtain, extend or renew a contract to procure or obtain; (2) enter into a contract (or extend or renew a contract) to procure; or (3) obtain the equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system in compliance with the National Defense Authorization Act. Covered telecommunications equipment and services mean any of the following:
  - i. Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
  - ii. For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
  - iii. Telecommunications or video surveillance services provided by such entities or using such equipment.
  - iv. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of

Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country. ([2 CFR 200.216](#)).

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: \_\_\_\_\_