

REQUEST FOR PROPOSALS

Procurement Number:	EUROPE2020BRUS02o
Open Date:	April 16 2020
Questions Deadline:	April 23, 2020
Closing Deadline:	May 12, 2020
Geographical Area Restrictions:	N/A
Point of Contact:	Joanna Rohozinska (jrohozinska@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.

Discussions around fake news, disinformation, and other forms of malign influence have reached a crescendo in recent years, across the transatlantic area. The International Republican Institute's (IRI) Beacon Project has sought to monitor and contextualize these cases in Europe to establish a better understanding of the scale and risk of these activities, address the vulnerabilities, and build societal resilience against malign practices originating from both internal and external actors.

Designed to weaken European and US democracy and political commitment to core transatlantic institutions such as NATO and the EU, these actions are undertaken by a wide range of actors from disaffected local political activists and commentators, to those likely supported from Moscow, Beijing, or other state-based actors. Much of these actions appear to follow the script in which targeted disinformation campaigns use unverified, decontextualized, and manipulated information to exacerbate societal divisions and sow doubt to the efficacy of our democratic norms. If undetected and untreated, the vulnerabilities exploited through such malign practices can destabilize European and transatlantic unity, deepen societal divisions and cripple political processes.

To address these issues IRI is committed to a multi-pronged research approach to identify and gather data on vulnerabilities in some of the most at-risk countries in Europe. To have a better grasp of those vulnerabilities, the project collects data on narratives appearing in the region. In addition, to the presence of these narratives in the wider media environment, the Beacon Project also gathers data to help determine their presence among targeted socio-economic and demographic groups. IRI's process for collecting data on these narratives

follows four complementary research components: regular opinion polling, monitoring TV and radio content, annotating and indexing online media outputs, and guided focus groups. The conducted activities services to provide the basis for in-depth analysis and inform future research and policy-relevant responses, including strategic communication strategies for key regional influencers.

Period of Performance

June 1, 2020 – May 31, 2021, with option to extend for 5 years in four one-year increments

Statement of Work

Prospective bidder will conduct public opinion research (opinion polling and focus group discussions) in the following countries: Albania, Armenia, Austria, Azerbaijan, Bosnia and Herzegovina, Belarus, Belgium, Bulgaria, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Iceland, Ireland, Italy, Kosovo, Latvia, Lithuania, Moldova, Montenegro, Netherlands, Norway, North Macedonia, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Ukraine, United Kingdom. The bidder must demonstrate the ability to be able to conduct high-quality research in each of these countries within a reasonable time frame by detailing previously conducted polls and focus groups and time frame for completion of such polls and focus groups.

Bidder will make one employee available to serve as point of contact and overall project coordinator, so that IRI can interact with one person to design and complete the research in all countries.

This RFP covers 3 provides specifications for three different polling modes (CAPI, CATI, and CAWI) and for focus group discussions.

Public Opinion Polling using CAPI, CATI or CAWI

(1) General Responsibilities of Bidder. The bidder shall be responsible for the project design and execution for each poll, including the following specific tasks:

- (a) translation, formatting, pretesting, adaptation, questionnaires;
- (b) development of a Sampling Plan, to be based a multistage stratified plan; list and explain any geographic or other exclusions; the proposed Sampling Plan will be reviewed by IRI Office of Research and any further changes agreed upon by IRI and Bidder will be incorporated (In case of CAWI, bidder will instead describe panel composition if proposing to use an online panel);
- (c) training supervisors and interviewers (not applicable to CAWI);
- (d) arranging and supervising all aspects of fieldwork, including back-checks;
- (e) entering and processing the survey data, including data cleaning and encoding survey responses;
- (f) ascertaining the representativeness of the sample and weighting the data, if necessary; Statistical analysis of findings and writing a 3-5 page analytic report to place the findings within the local political and other context.

(2) Questionnaire. For each poll, IRI will provide draft questionnaires in English and the bidder will provide input, such as a need for rephrasing certain terms for local context. IRI

requests the bidder to translate finalized questionnaires into the relevant local language(s). Translations will be reviewed and approved by IRI.

3) Sample Design. For each public opinion poll, IRI requires a national sample of adults, age 18 or older, that is representative of the population of the survey universe. Planned exclusions of the population of the survey universe (e.g. geographic etc.) must be discussed during quotation stage. Sample sizes may differ for each poll, but should generally include between 1000-1400 respondents.

CAP:

For each poll, the sample shall be drawn using recognized probability methods, all the way down to the selection of the individual respondent at the household level. In the event that any departure from probability sampling methods is recommended by the bidder for all or any part of the survey, the sampling methodologies to be employed shall be described in detail and a rationale for their use shall be provided.

1. Stage 1: PPS Stratification by administrative units as per census (e.g. province, district etc.)
2. Stage 2: PPS Stratification by urban/rural (if census data exists)
3. Stage 3: Random selection of Sampling Point (no more than 10 interviews per Sampling Point) within each Stage 2 stratum
4. Stage 4: Random route household selection within each Sampling Point. Starting point within Sampling Point ideally randomly determined by satellite map or GPS coordinates.
5. Stage 5: Random selection of respondent within each selected household by KISH grid or last/next birthday method.

A detailed sampling plan shall be submitted to the IRI prior to fieldwork, including a description of the survey coverage, allocation of the sample, description of the sampling frame, description of any stratification criteria to be used, description of the stages of selection and the selections methods to be used at each stage, a definition of the Sampling Points and approximate number of interviews to be conducted within each Sampling Point, the method to be used for selection of the respondent at the household level, an explanation for any divergence from use of the KISH grid for respondent selection, and call-back rules to be employed. It is assumed that the sample will be distributed in proportion to the population of each region or other geographic unit to be surveyed; in the event that the bidder wishes to propose a sample design departing from this principle the proposal should describe the allocation to be used and the reasons for doing so.

CATI:

IRI's preferred method involves some level of regional stratification based on area codes, and a mix of landline and mobile phone numbers relative to the country's penetration of each. In the absence of sampling frames (lists of phone numbers etc.) that would allow for stratification, RDD is acceptable.

CAWI:

Proposals must include a comparison of face-to-face (and/or CATI samples) and online samples. If the bidder conducted mixed mode surveys in the past to assess the comparability of its online samples (or panel) and CAPI/CATI samples, such a comparison should be included in the proposal. If such a comparison was not conducted by the bidder in the past, bidder must supply alternative documentation to support the bidder's claims of its online sampling yielded a representative sample of the total adult population.

(4) Pre-test. For each poll, the questionnaire shall be pre-tested by the bidder prior to the commencement of any fieldwork. No less than 20 pre-test interviews shall be conducted and in surveys with translations into multiple language, no less than 10 interviews per language. The bidder shall provide IRI with a written report of the results of the pre-test, along with details of any problems encountered and suggested remedies, prior to the commencement of any fieldwork.

(5) Fieldwork. For each CAPI and CATI poll, interviews shall be conducted by experienced field workers who shall be thoroughly briefed by bidder prior to commencement of any fieldwork. IRI may send a representative to observe training and/or some interviews. The bidder shall ensure that interviewers are thoroughly familiar with household and respondent selection procedures, call back procedures, and the structure of the questionnaire, including routing and filtering. Interviewer training shall include practice sessions in administering the questionnaire. All interviewers must have at least completed secondary education and must be fully fluent (reading and speaking) in the language(s) in which they are to administer the interviews. A minimum of 10% of interviews shall be back checked or accompanied by a team supervisor.

For CAWI fieldwork, there must be protocols in place to reject any questionnaires that exhibit signs of the respondent not engaging with the questions, such as unreasonably fast completion rates, flatlining etc.

(6) Data Processing. For each poll, the bidder shall be responsible for data entry, cleaning, and processing, including development and implementation of a coding scheme for all open-ended questions. The bidder shall supply data to IRI as a clean, fully labeled SPSS “*.sav” file with a complete data dictionary of variable names and value labels. There shall be one data record for each respondent and records shall 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. If demographic weights were to exceed a factor 1:8, this must be discussed in writing with IRI before the weight is applied. Ideally, IRI would want education groups included in weights, and if available demographic data allows it, those without formal education will be assigned to a separately code from those with a least some primary education. Each record shall include a unique respondent ID number, interviewer ID number, Sampling Point ID number (for CAPI), GPS data (for CAPI), and codes for precise location and date of interview. Each record shall include demographic information about the respondent, including: gender, exact age, and education level.

(7) Technical Report. For each poll, when delivering data, the bidder shall provide a Technical Report which shall include the following:

(a) CAPI: A complete Sampling Plan, including list of PSUs and individual sampling points and number of interviews conducted at each sampling point.

CATI: A full description of the sampling method

CAWI: A full description of the panel (if using) or a full description of the sampling method (if adhoc)

(b) Details of response rates, including tabulation of unsuccessful interview attempts (by sampling point for CAPI), with reasons for non-response (i.e. respondent refusal, proxy refusal, inability to locate selected respondent, etc.).

(c) A brief report on survey operations including any practical difficulties encountered in carrying out the survey;

(d) Estimated sampling error;

(e) A complete explanation of the weighting scheme including details of how weighting factors were developed and applied, as well as the demographic data on which weights were based (i.e., age, gender, and education distributions in the population);

(8) Analytical Report. For each poll, upon request, the bidder will provide an analytical report of 3-5 pages highlighting key findings from the data and placing these findings within the local context. Mere description of data is not sufficient; the report must contain analysis.

(9) PowerPoint Presentation. For each poll, upon request, the bidder will provide a presentation with a chart for every survey question. A template (already completed with historic data for trend charts if applicable) will be provided by IRI.

(10) Summary of deliverables. For each poll, the Deliverables to be provided to IRI by the bidder are as follows:

- a. Sampling Plan
- b. Pretest report
- c. Copies of the final questionnaire, as fielded, in English and translations
- d. A complete data set formatted as SPSS file
- e. A technical report
- f. An analytical report
- g. PowerPoint Presentation

(11) Delivery Schedule. Bidder will advise IRI on a feasible timeline for completing work on this project, with the deliverables for each listed in Section 10 above to be submitted in two weeks after the conclusion of fieldwork of each poll. Any submission longer than two weeks after the conclusion of fieldwork must be approved in advance by IRI in writing.

(12) Proposals must contain:

- List surveys with similar specifications previously conducted in similar countries
- Explain if planning on using subcontractors for any tasks
- Is bidder able to comply with all requirements listed on the SOW without alterations? If any proposed alterations, explain.
- Coverage, if not 100% of non-institutionalized adults aged 18+:

- Describe sampling methodology, including design and the source the sampling frame is drawn from, household selection, respondent selection, number of call-backs
- Describe fieldwork quality control (direct observation, personal backchecks, phone backchecks etc.)
- Describe data entry and data checks protocol (e.g. checks for duplicate entries, logic checks etc.)
- Describe anticipated challenges if any
- Describe CAWI experience and provide evidence that results from previous CAWI polls yielded results comparable to those collected in CAPI and/or CATI modes.
- Describe potential effects of Coronavirus-related restrictions on your survey operations, employees, and respondents, and any efforts to mitigate such effects

Qualitative Research

Methodology

Four focus groups per country, each lasting approximately 90-120 minutes and attended by 8-10 participants, should take place in two different cities within each country, unless IRI agrees to one city in advance.

Focus Group Composition:

- Participants in the same focus group session may not know one another.
- No participants may have participated in a focus group or in-depth interview study in the past 12 months.
- Further group composition elements will be decided upon in consultation between IRI and the bidder.

GENERAL RESPONSIBILITIES OF THE OFFER OR

Bidder will be responsible for managing all logistical aspects of the project above and should engage local support staff as necessary to complete the following:

- **Screenener.** IRI will provide a draft screening questionnaire based on the specifications above. The Bidder will review and offer edits. Following IRI approval, the Bidder will translate the screener into the language the focus group will be conducted in. IRI reserves the right to review the translation prior to recruitment launch.
- **Recruiting participants.** Bidder will recruit all participants according to the screening criteria listed above. The Bidder will provide a brief description of the composition of the groups in terms of age, gender, occupation, etc. Bidder should recruit 8-10 participants for each group as well as 2-3 alternates in case any of the original participants are unable to participate.
- **Discussion guide.** IRI will provide the draft discussion guide. The Bidder will be welcome to offer suggestions for improvement and is expected to format and translate the discussion guide into the language the focus group will be conducted in. IRI reserves the right to review the translation(s.) Once IRI has reviewed the template, some modification of the discussion guide may be required.
- **Focus group moderator.** Bidder will provide a trained and experienced moderator for groups in each city. The moderators should familiarize him/herself with the topic of discussion prior to the groups.

- **Observation.** Upon request, the Bidder will provide for groups a facility from which English-speaking IRI staff may unobtrusively observe.
- **Recording of** focus group discussions. Bidder will provide Audio and/or video record all aspects of research necessary for full and accurate data collection, transcript generation and inclusion of illustrative samples in the final analytical report. Bidder will film focus groups and film should be high quality with clear sound. If participants do not consent to videotaping, audio recordings are acceptable.
- **Written summary of** focus group discussions. Bidder will provide a 2-3 page written summary of the focus group discussions in idiomatic English. A template will be provided by IRI.
- **Transcripts.** The Bidder will provide IRI with full verbatim transcripts in the local language of each group that will identify each participant speaker by number or first name to link each comment to the participant's gender, exact age, education level, city and occupation.
- **Written analytical report.** Bidder will analyze all discussions, and write and edit final analytic report (see Deliverables) for review, editing and acceptance by IRI within twelve weeks of the final focus group session. IRI will provide a report template. The report is expected to synthesize findings across all participants and all discussion sessions, while noting to any major differences of opinions between participants and sessions. The report must present actual analysis (i.e. not mere description) and illustrative quotes from participants.

DELIVERABLES

May include and are not limited to the following:

- Finalized discussion guide (incl translation where applicable)
- Proposed Participant Profile
- Written summary as specified above.
- Full transcripts of all discussions, as described above.
- Video/Audio recordings of the discussions, with clear audio. Recording should be delivered to IRI electronically (for example via a file transfer service) or delivered to the local IRI office.
- Analytic report not to exceed 20 pages in MS Word OR 20-40 slides in MS PowerPoint in idiomatic English, which includes a one or two page/slide executive summary, addressing the research needs outlined above.

TIMING

The exact timing needs to be determined in close consultation with IRI.

PROPOSAL CONTENT

Proposals should address the following points:

- List qualitative projects you conducted with similar specifications in this market
- Name and explain the role of subcontractors (if any)
- State if you are to comply with all requirements listed on this SOW without alterations. If any proposed alterations, explain.
- Describe recruitment plan

- Describe fieldwork quality assurance measures (if any)
- Describe analysis plan
- Provide proposed moderator(s) CV/Resume
- Describe anticipated challenges if any
- Describe potential effects of Coronavirus-related restrictions on your focus group operations, employees, and respondents, and any efforts to mitigate such effects

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. A statement confirming your firm's agreement with all terms, conditions, and provisions included in the solicitation and agreement to the services identified above, specifically identifying any disagreement with or exceptions to the terms, conditions, and provisions.
3. 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.
4. Name, title, and signature of person authorized to sign the proposal. Proposals signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office.
5. 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.
6. 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.
7. Proposals will not exceed 15 pages (not including cover page).
8. All proposals must be submitted in 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 USD, payments under any resulting contract will be made in this currency.

This should be a Purchase Order-style contract: the menu of services, at a pre-specified price, should be good for the duration of the contract. Depending on IRI needs, IRI will purchase one or more of the services from the menu. Each purchase will be approved by a Task Order. At the completion of each Task Order, bidder should invoice IRI for the services

provided. The price should be presented per service or per deliverable – per poll or group of polls, or per focus group or group of focus groups. Price should be provided in dollars.

IRI plans to choose one or more types of research listed below. The bidder should provide a quote for the cost of conducting each of the categories of research (for example, a 20 minute CAPI poll) in each of the countries, plus the cost of the management of the multi-country research, so that the total price – including all coordination and oversight – can be figured for each type of research. Quotes should also be inclusive of all deliverables.

Bidder is asked to give quotes for the following services:

Unit/Deliverable	Unit Price	Number of Units	Total
CAPI/Omnibus research – face-to-face, 1000 sample, 18 years and older, duration = 5 minutes, 10 minutes, 15 minutes, 20 minutes, plus coordination costs			
CATI/telephone research – 1000 sample, 18 years and older, duration = 5 minutes, 10 minutes, 15 minutes, 20 minutes, plus coordination costs			
CATI/telephone research – 1400 sample, 18 years and older, duration = 5 minutes, 10 minutes, 15 minutes, 20 minutes, plus coordination costs			
CAWI/online panel research – 1000 sample, 18 years and older, duration = 5 min, 10 minutes, 15 minutes, 20 minutes, plus coordination costs			
CAWI/online panel research – 1400 sample, 18 years and older, duration = 5 min, 10 minutes, 15 minutes, 20 minutes, plus coordination costs			
Focus group research – price for groups in pairs of 2, 4, and 6; eight persons per group, 2 hours			

For focus groups, please specify costs for groups in capital city; in remote location; for translation provided if IRI observes; and for costs for different types of reporting – short report, long narrative report, full transcripts in English, etc			
For quantitative research, please specify any extra costs for extra services, such as open-ended questions			

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) – 50 percent
 - *Experience shown in proposal of ability to field polls in the relevant countries that adhere to international standards and best practices for survey research detail of ability to field a poll. – 15 percent*
 - *Proposal detailing techniques and methods used for preservation of the data to ensure integrity and quality of data. – 15 percent*
 - *Ability to complete fieldwork and data processing in a timely manner by including timeline used in completing similar polls. – 10 percent*
 - *Proposal demonstrates that bidders' CAWI polls produce results comparable to CAPI and/or CATI polls. – 10 percent*

- b) Past performance and experience in performing similar projects – 20 percent
 - *Experience, capacity, and past work should be demonstrated in the proposal background information. – 20 percent*
- c) Political neutrality: Bidder must confirm non-affiliation to political parties in the relevant countries or demonstration of any political bias – 5 percent
- d) Price – 25 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 Joanna Rohozinska at (jrohozinska@iri.org) with the subject line "EUROPE2020BRUS02o 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 Lobbying

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: _____

CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal Cooperative Agreement, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned must complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
3. The undersigned must require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients must certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification will be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature: _____
Date: _____
Name: _____
Title/Position: _____
Entity Name: _____
Address: _____