



**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

<b>Procurement Number:</b>	EUROPE2020SER01o
<b>Open Date:</b>	January 27, 2020
<b>Questions Deadline:</b>	January 31, 2020, 5:00 PM EST
<b>Closing Deadline:</b>	February 6, 2020, 5:00 PM EST
<b>Geographical Area Restrictions:</b>	937
<b>Point of Contact:</b>	Tucker Jones ( <a href="mailto:tjones@iri.org">tjones@iri.org</a> )

### Background

The International Republican Institute (IRI) is a nonprofit, nonpartisan, organization dedicated to advancing freedom and democracy worldwide. Since 1983, IRI has worked to develop democratic institutions and ideals, carrying out a variety of international programs to promote freedom, self-government and the rule of law worldwide. IRI provides technical assistance in the areas of political party strengthening, developing civic institutions and open elections, promoting democratic governance and advancing the rule of law.

IRI will use group discussions to understand the public's perception of political developments and citizen concerns. This information will be presented to prominent and influential leaders throughout the region as well as relevant government institutions and organizations.

### Period of Performance

February 10, 2020-September 30, 2020.

### Statement of Work

IRI is seeking applicants for the following Scope of Work:

### Objective of the Research

Public opinion research shall be obtained through a series of group discussions conducted in municipalities across Serbia (likely 5-10 municipalities) that is designed to obtain the most accurate possible information about public perceptions of various topics.

### Research Tasks

General Responsibilities and Deliverables of Bidder. IRI plans to conduct group discussions to gauge public perceptions of political developments and national concerns.

The bidder shall be responsible for conducting a number of group discussions, each lasting approximately 120 minutes and attended by 8-10 participants. Topics of discussion and locations of group discussions will be determined by IRI on an as-needed basis.

All participants should satisfy the following requirements:

- Participants should match demographically the targeted characteristics specified by IRI.
- Participants in the same group discussion session may not know one another.
- No participants may have participated in a focus group or similar group discussion in the past 12 months.

Additional criteria may be determined in close consultation with IRI.

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:

- **Screener.** IRI will provide a draft screening questionnaire prior to proposed research. The Bidder will review and offer edits within three working days of receipt. Following IRI approval, the Bidder will translate the screener into Serbian. 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. Before participants are confirmed and at IRI's request, the Bidder will share with IRI the screening forms in order to ensure the proposed groups meet specified demographic targets. 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. All participants will be required to give written informed consent to participate in this study. IRI will provide draft informed consent language which may be adjusted by the Bidder in order to conform to any specific legal requirements in the research country.
- **Discussion guide.** IRI will provide a draft discussion guide before the proposed research. Bidder will be welcome to offer suggestions for improvement and is expected to format and translate the discussion guide into Serbian. IRI reserves the right to review the translation(s.)
- **Group discussion 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. The moderator may be required to participate in a training of up to 4 hours with IRI staff.
- **Observation.** The bidder will provide a way for IRI staff to directly or indirectly observe the discussion group.

Summary of Deliverables. The Deliverables to be provided to IRI by the Bidder are as follows for these discussions:

- Finalized discussion guide (incl. translation where applicable)
- Proposed Participant Profile
- Participant sign-in/sign-out sheet

Timing. The exact timing will 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)
- Provide proposed moderator(s)' CV/Resume
- Describe proposed method for IRI staff observation of group discussions
- Describe anticipated challenges if any

**Working with IRI**

- The Contractor must respond to IRI’s questions via email or phone in this scope of work within one business day.
- Principal must refrain from publicly giving an impression of political bias, including in traditional and social media.
- Time is of the essence in the performance of the obligations under this scope of work.

**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 15 pages (not including cover page).

**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.

Unit/Deliverable	Unit Price	Number of Units	Total
Finalized discussion guide (incl. translation where applicable)			
Proposed Participant Profile			

<p>Participant sign-in/sign-out sheet:</p> <p>Bidders may propose an alternative deliverable that would demonstrate that the discussion had been successfully implemented, while complying with all relevant local laws</p>			
---	--	--	--

**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
- b) Past performance and experience with similar projects (experience/ability to lead group discussions that adhere to international standards and best practices for qualitative research)- 20 percent
- c) Prior experience conducting qualitative work in Serbia-20 percent
- d) 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 Tucker Jones ([tjones@iri.org](mailto:tjones@iri.org)) with the subject line “RFP: EUROPE2020SER01o” 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](http://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: \_\_\_\_\_