

REQUEST FOR PROPOSALS

Procurement Number:	EUROPE2021SER04o
Open Date:	May 18, 2021
Questions Deadline:	May 25, 2021
Closing Deadline:	June 1, 2021
Geographical Area Restrictions:	937
Point of Contact:	Tucker Jones, Program Officer (tjones@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.

In Serbia, IRI works with political, civic, and other groups to improve the responsiveness of the country's politics to citizens' needs. The purpose of this procurement is to acquire data and analysis (i.e. research) to support those ends.

The objective of this research is to produce a segmented analysis of the target population, namely residents of Belgrade, Serbia. The research will help IRI determine a small set of indicators that will help predict respondents' attitudes toward voting.

Period of Performance

Date of signature to approx. 3 months after date of signature (e.g. June 1, 2021 through August 31, 2021)

Statement of Work

OVER-ALL RESEARCH OBJECTIVE

The objective of this research is to produce a segmented analysis of the target population, namely residents of Belgrade, Serbia. The research will help IRI determine a small set of indicators that will help predict respondents' attitudes toward voting.

Part 1 – Public opinion research via phone survey

OBJECTIVES OF THE RESEARCH

The first part of this research will involve a CATI survey of Belgrade. Public opinion data shall be obtained through a CATI survey of the City of Belgrade, Serbia (residents of any of its 17 municipalities) that is designed to obtain the most accurate possible information about: (a) values such as support for democracy, religion, and media freedom, (b) lifestyle indicators such as consumer preferences, (c) political preferences and voting behavior, and (d) other topics as appropriate. Oversamples of certain demographics will be required to ensure meaningful response rates from groups such as: governing party supporters; opposition party supporters; undecided voters/voters intending to abstain.

RESEARCH TASKS

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

- (a) translation, formatting, pretesting, adaptation, and programming of questionnaire;
- (b) development of a sampling methodology;
- (c) training supervisors and interviewers;
- (d) arranging and supervising all aspects of fieldwork, including back-checks;
- (e) processing the survey data, including data cleaning and encoding survey responses;
- (f) ascertaining the representativeness of the sample and weighting the data, if necessary;
- (g) Statistical analysis of findings and producing the deliverables specified below.

(2) Questionnaire. IRI will provide a draft questionnaire and the bidder will provide input, such as a need for rephrasing certain terms for local context.

IRI requests translation into Serbian. Translations will be reviewed and approved by IRI. The estimated average interview duration is 20 (twenty) minutes.

(3) Sample Design. IRI requires a large sample survey of adults from the 17 Belgrade municipalities, age 18 or older, that is geographically representative of the population of the city of Belgrade, and that uses oversamples or quotas to ensure a sufficient sub-sample (total sample of at least $n=3,000$, subsamples of at least $n=100$) of each of the following demographics is achieved: governing parties' supporters; specific opposition parties' supporters; undecided and abstaining voters. Planned exclusions of the population of the survey universe (e.g. geographic, linguistic, without access to phones etc.) must be discussed during quotation stage.

The sample shall be drawn using recognized probability methods, all the way down to the selection of the individual respondent. 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.

IRI's preferred approach to CATI sampling list-based, provided that recent sampling frame data exists in form of listings of all phone numbers (landline and mobile, incl. of all major mobile phone service providers.) Alternatively, IRI accepts an RDD approach, ideally with some stratification, e.g. by area code.

A detailed sampling methodology 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, the method to be used for selection of the respondent in case of shared phone numbers, 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.

(4) Pre-test. The questionnaire shall be pre-tested by the bidder prior to the commencement of any fieldwork. The pre-test will serve not only to test the questionnaire, but also to narrow down the initial long draft questionnaire to a much smaller set of key factors, which will then become the shortened questionnaire for actual fieldwork. No fewer than 100 pre-test interviews shall be conducted; more pre-tests may be necessary and bidders should explain their pre-test plans in their bids. 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. 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 listen to some interviews. The bidder shall ensure that interviewers are thoroughly familiar with respondent selection procedures, call back procedures, and the structure of the questionnaire. 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. No interviewer shall conduct more than 10% of the total interviews, but a 5% upper limit would be preferable. A minimum of 10% of interviews shall be back checked or live listen in by a team supervisor.

The bidder will need to track contacts (and reasons for unsuccessful interview attempts) to calculate the response rate. During the quotation process, the bidder will disclose the anticipated response rate. Should this anticipated response rate be less than 50%, the bidder will list in the proposal additional steps that will be taken to boost response rates, e.g. additional call-backs, opening the call-center during additional hours, etc. Informed consent (oral is acceptable unless country laws require written) must be sought prior to commencing the interview. IRI will provide draft informed consent language to the bidder and this template may be updated by the bidder to conform with the country's legal requirements.

(6) Data Processing. The bidder shall be responsible for data 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 in English 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. Each record shall include a unique respondent ID number, interviewer ID number, interview duration, any geographic units as per the sample design, and date of interview. Each record shall include demographic information about the respondent, including gender, exact age, and education level.

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 used. 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. 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.

(7) Technical Report. When delivering data, the bidder shall provide a Technical Report (template provided by IRI) which shall include the following:

- (a) A complete sampling methodology.
- (b) Details of response rates, including tabulation of unsuccessful interview attempts, 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);
- (f) any abnormalities encountered during data QC, including but not limited to: suspicious patterns by interviewer ID (e.g. usually fast completion rates), potential contradictions (e.g. respondents who rate a certain politician as highly untrustworthy yet definitely plan on voting for this person), significant data changes of indicators since the previous poll etc.

(8) Summary of deliverables. The Deliverables to be provided to IRI by the bidder are as follows:

- (a) Sampling Methodology
- (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

(9) Delivery Schedule. Bidder will advise IRI on a feasible timeline for completing work on this project as soon as possible, with deliverables d and c listed in Section 8 above to be submitted no later than 2 weeks after the conclusion of fieldwork.

(10) Proposals must contain:

- List CATI surveys with similar specifications previously conducted in this country, and in particular among the population of this city
- 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 if any adults cannot be covered used your sampling approach):
- Describe sampling methodology, including design and the source the sampling frame is drawn from, respondent selection, number of call-backs. Describe if sampling frame covers both mobile and landline phones (if not, explain why not) and in which ratio mobile and landline calls will be made. Describe if sampling frame covers all mobile operators or only select ones.
- If proposing RDD, describe logistics of minimizing calls to population not covered by this survey (outside of the 17 Belgrade municipalities)
- Anticipated response rate
- Describe Interviewer Training (duration, topics etc.)
- Describe fieldwork quality control (direct listening, backchecks etc.)
- Describe data checks protocol (e.g. logic checks etc.)
- Describe anticipated challenges if any
- Describe Covid-19 related effects on your operations

Part 2 – Analytical tool

Objective: The vendor will apply to the dataset developed under Part 1 (listed above) a tool (set of algorithms) that will allow IRI to segment the respondent base by types of behavior and lifestyle values – e.g. “Protest voters,” “Aspirational urbanites,” “Jaded coasters” etc., depending on research findings. The tool will identify values that are most likely to impact political behavior and decisions related to voting, and the relative importance of these values. The tool will allow IRI and its partners to investigate and experiment with hypothetical mixes of values or approaches to voters to determine their likely effectiveness to different population segments.

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

- (a) translation, formatting, adaptation, and programming of tool;

- (b) development of a segmentation methodology;
- (c) adapting survey data developed in Part 1 (above) for use in tool;
- (d) selecting, further developing, and adapting tool iteratively;
- (e) statistical analysis of findings and producing the deliverables specified below.

(2) Visual tool to navigate responses. The vendor will adapt the results from Part 1 phone survey into an interactive user-friendly viewer such as Microsoft Power BI. The adaptation must be sufficiently user-friendly and comprehensive enough to allow users who are intelligent but not trained in statistical software to be able to make interesting and accurate inferences from the data. The tool must contain elements to warn users should they attempt data customizations based on too small a sub sample.

(3) Analytical/segmenting tool. The vendor will develop a tool (e.g. set of algorithms) that will allow IRI and partners to segment the respondent base by types of behavior and lifestyle values. A primary purpose of the tool is to determine the small number of questions/indicators that are most closely associated with citizens' political activities and outlooks. The tool should be presented in an interactive user-friendly viewer such as Microsoft Power BI or an interactive Microsoft Excel spreadsheet. The tool must be scalable—the vendor should take extra care to ensure that if e.g. IRI conducts similar surveys gathering more data in Belgrade or across Serbia, the additional data can be incorporated into the tool with little to no difficulty. The vendor should assess the available open-source information about Serbia, such as official demographics and income information, and if appropriate incorporate those data into the tool.

(4) User guide for visual tool and analytical/segmenting tool. The vendor will develop a written user guide that covers each the visual tool (2, above) and the analytical/segmenting tool (3, above). The user guide should be written with clear instructions in Serbian. The user guide should be aimed at users who have a basic understanding of data interpretation (e.g. high school or university graduates) but who do not have specialized knowledge of data or statistics. The guide must include sufficient detail to instruct users to be able to find their own novel conclusions and insights through the tools.

(5) Analytical Report. The vendor will provide an analytical report of 3-5 pages (not including visuals) highlighting key findings from the data and the analytical/segmenting tool and placing these findings within the local context. Mere description of data is not sufficient; the report must contain analysis. Analytical report should also include visuals of top analytical findings.

(6) Summary of deliverables. The Deliverables to be provided to IRI by the bidder are as follows:

- (a) Visual tool to navigate responses
- (b) Analytical/segmenting tool
- (c) User guide for visual tool and analytical/segmenting tool
- (d) Analytical report

(7) Delivery Schedule. Bidder will advise IRI on a feasible timeline for completing work on this project as soon as possible.

(8) Proposals must contain:

- List of projects with similar specifications previously conducted, especially in this country
- 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.
- Describe proposed methodology, including iterative process of refining tool
- Describe anticipated challenges if any.

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. If more pages are required to comply with the proposal requirements, bidders may use more pages, but only if strictly necessary.
6. Proposals must address the Scope of Work sections marked *Part 1 (10) Proposals must contain:* and *Part 2 (8) Proposals must contain:* Proposals must contain a price application/cost sheet that complies with the other terms of this RFP.
7. Additionally, proposals must:
 - a. Be written in English
 - b. List/describe relevant past performance conducting polls in Serbia
 - c. List/describe relevant past performance using modern data analytic techniques for complex/advanced insights into survey results, especially in fields of political or consumer behavior.
 - d. Relevant graphics or live demos may be attached or linked to. If attached, this does not count toward the suggested page count maximum.
8. Bidders must have documented experience conducting phone polls in Serbia.

- Bidders must have documented experience using modern data analytic techniques for complex/advanced insights into survey results, especially in fields of political or consumer behavior.

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.

Deliverable	Deliverable Cost (US dollars)
Part 1	
Sampling Methodology	
Pretest Report	
Copies of final questionnaire, as fielded, in English and in translation	
Complete data set, formatted as SPSS file	
Technical report	
Part 2	
Visual tool to navigate responses	
Analytical/segmenting tool	
User guide for visual tool and analytical/segmenting tool	
Analytical report	

No reimbursement allowed beyond those described in the deliverable schedule above. NOTE IRI is exempt from VAT in Serbia; bids should include prices WITHOUT VAT and similar taxes.

Evaluation and Award Process

- 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.
- 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.
- 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 in performing similar projects – 30 percent
 - a. *Past performance conducting polls (15 percent)*
 - b. *Past performance conducting similar data analysis (15 percent)*
- c) Compliance with security and other administrative requirements – 20 percent
- d) Price – 20 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, at tjones@iri.org with the subject line "EUROPE2021SER04o 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: _____