

## REQUEST FOR PROPOSALS

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| <b>Procurement Number:</b>             | EUROPE2022WAR010   |
| <b>Open Date:</b>                      | Dec 7, 2021  |
| <b>Questions Deadline:</b>             | Dec 20, 2021   |
| <b>Closing Deadline:</b>               | Dec 22 2021  |
| <b>Geographical Area Restrictions:</b> | N/A  |
| <b>Point of Contact:</b>               | Breanna Kerr, <a href="mailto:bkerr@iri.org">bkerr@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.

To address loopholes in a patchwork of policy responses and develop discourse in national policy debates, the Institute will build common awareness of the Chinese Communist Party's campaign to erode support for democratic values and Transatlantic solidarity, facilitate the exchange of best practices and policies among parliamentarians, and bolster strategic thinking among national parliaments. The Institute will achieve this goal by conducting briefings, policy roundtables and crisis simulations for parliamentarians.

### Period of Performance

January 1, 2022, until September 30, 2022

### Statement of Work

#### Online Polling in multiple European Countries

#### Objectives Of the Research

Public opinion data shall be obtained through a CAWI survey of multiple European countries (Czech Republic, Estonia, Greece, Hungary, Italy, Latvia, Lithuania, Poland, Romania and Slovakia.) The survey needs to obtain the most accurate possible information about public perceptions of China in the region.

### Research Tasks

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

- (a) formatting, pretesting, adaptation, and programming of questionnaire;
- (b) development of a sampling methodology;
- (c) arranging all aspects of fieldwork, including quality control;
- (d) processing the survey data, including data cleaning and encoding survey responses;
- (e) ascertaining the representativeness of the sample and weighting the data, if necessary;
- (f) statistical analysis of findings and producing the deliverables specified below.

**(2) Questionnaire.** IRI will provide a draft questionnaire in English, and the bidder will provide input, such as a need for rephrasing certain terms for local context. The bidder will translate the questionnaire into:

| Country        | Language 1 | Language 2 |
|----------------|------------|------------|
| Czech Republic | Czech      |            |
| Estonia        | Estonian   | Russian    |
| Greece         | Greek      |            |
| Hungary        | Hungarian  |            |
| Italy          | Italian    |            |
| Latvia         | Latvian    | Russian    |
| Lithuania      | Lithuanian | Russian    |
| Poland         | Polish     |            |
| Romania        | Romanian   |            |
| Slovakia       | Slovak     |            |

IRI reserves the right to review the translations. The estimated average questionnaire completion duration is 15 minutes.

**(3) Pre-test.** The questionnaire shall be pre-tested by the bidder prior to the commencement of any fieldwork. No less than 20 pre-test questionnaire completions shall be conducted per country. 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.

**(4) Sample Design.** IRI requires a sample of n=1200 adults per country, age 18 or older. Planned exclusions of the population of the survey universe (e.g. geographic, linguistic, without access to the internet, illiterate etc.) must be discussed during quotation stage. The bidder will provide data or estimates of the percentage of the adult population reachable via CAWI surveys.

IRI's preferred approach to CAWI is random sampling, but standing panels, quota-based sampling etc. are also acceptable, provided the bidder can demonstrate how such samples achieve an approximation of the country's adult population.

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, and in case of panels, panel composition, recruitment methods, panel maintenance etc.

**(5) 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, respondents failing to correctly answer attention-test questions, respondents completing the questionnaire multiple times, bot completed

questionnaire, or any signs of external manipulation attempts etc. Data on incomplete/mid-interview termination rates must also be provided.

**(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 one combined clean, fully labeled in English SPSS “\*.sav” file with a complete data dictionary of variable names and value labels. For open-ended questions, at least the top ten responses will be coded—full string variables will not be accepted. 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, duration, any geographic units as per the sample design, and date. 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 70% male and 30% female would not be accepted, even if corrected with post-weights, unless the potential for such an outcome is disclosed in the proposal. The dataset will contain one weight for each country and as as one joint weight bringing all countries in proportion to their respective population sizes.

**(7) Technical Report.** When delivering data, the bidder shall provide a Technical Report which shall include the following:

- (a) A complete sampling methodology.
- (b) Details of response rates, including tabulation of refusals and unsuccessful completions attempts.
- (c) A brief report on survey operations including any practical difficulties encountered in carrying out the survey, including data cleaning measures to eliminate any completes that do not meet quality standards;
- (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:) 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 (if applicable) etc.

**(8) Analytical Report.** 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.** 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.** 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
- d. A complete data set formatted as SPSS file
- e. A technical report
- f. An analytical report
- g. Power Point presentation

**(11) Delivery Schedule.** Bidder will advise IRI on a feasible timeline for completing work on this project as soon as possible, with deliverables d and e listed in Section 10 above to be submitted no later than 2 weeks after the conclusion of fieldwork, and deliverables f and g submitted no later than 10 days after IRI's acceptance of deliverables d and e.

### **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 5 pages (not including cover page).

Please submit all bids on official letterhead in Times New Roman 11-point font containing a brief organizational description, budget for services and any descriptions of specialized products or services relevant to the bid. Contact information is provided for at least three (3) recent references that speak to the fulfillment of similar deliverables. Please limit bids to 5 pages with single spacing. Please include all pricing tables in Microsoft Excel format. Proposals should address:

- List of CAWI surveys with similar specifications previously conducted 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.

- Coverage, if not 100% of non-institutionalized adults aged 18+:
- Describe methodology. If panel, include panel composition and other details, such as maintenance and incentives
- Anticipated fieldwork duration
- Anticipated response rate
- Describe survey platform
- Describe fieldwork quality control
- Describe use of incentives (if any)
- Describe data checks protocol (e.g. logic checks etc.)
- Describe anticipated challenges if any ‘
- Provide evidence that results from previous CAWI polls yielded results comparable to those collected in CAPI and/or CATI modes.
- Discuss any effects that Covid-19 might have on your operations and fieldwork (e.g. changes in anticipated response rates, differences in sample composition, longer fieldwork duration etc.)

**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.

**Deliverable Table:**

Please submit all pricing tables in an Microsoft Excel format.

| Insert cost per deliverable in USD                              | Czech Rep | Estonia | Greece | Hungary | Italy | Latvia | Lithuania | Poland | Romania | Slovakia |
|---|-----------|---------|--------|---------|-------|--------|-----------|--------|---------|----------|
| Sampling Methodology  |           |         |        |         |       |        |           |        |         |          |
| Pretest Report and Copies of Final Questionnaire w/Translations |           |         |        |         |       |        |           |        |         |          |
| Complete data set and technical report                          |           |         |        |         |       |        |           |        |         |          |
| Analytical report and PowerPoint presentation                   |           |         |        |         |       |        |           |        |         |          |
| <b>Total:</b>   |           |         |        |         |       |        |           |        |         |          |

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) – 40 percent
    - Sampling methodology- 20 percent
    - Capacity of perform scope of work-20
  - b) Experience in performing similar projects – 30 percent
    - Experience conducting online polling in the required countries-30 percent
  - c) Price –30 percent

IRI intends to evaluate Bidders' proposals in accordance with these factors and make an award to the responsible Bidder whose proposal is most advantageous to the program.

5. If a cost realism analysis is performed, cost realism may be considered in evaluating performance or price.

## **Submission Instructions**

Bids must be submitted via email to Breanna Kerr, [bkerr@iri.org](mailto:bkerr@iri.org) with the subject line "EUROPE2022WAR01o 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 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: \_\_\_\_\_