



**International  
Republican Institute**  
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## REQUEST FOR PROPOSALS (UPDATED 11/13/2019)

<b>Procurement Number:</b>	IRI2019GLOBAL05o
<b>Open Date:</b>	October 10, 2019
<b>Questions Deadline:</b>	November 20, 2019
<b>Closing Deadline:</b>	November 27, 2019
<b>Geographical Area Restrictions:</b>	N/A
<b>Point of Contact:</b>	Basirat Abujade, babujade@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.

IRI conducts programming activities in numerous countries across the world, in a range of physical and non-physical risk environments and as such requires a variety of security services from time to time in order to safely carry out its activities. IRI activity is continually evolving and currently has activity on over 90 countries.

This Request for Proposal (“RFP”) is intended to solicit information and proposals from qualified security companies who are able to provide services to IRI staff in any given country around the world. Suppliers are invited to submit proposals stating which security services listed in the Scope of Work below they are able to provide and in what country(ies) they are able to provide the services. Specific services would be requested via a Task Order issued under a Master Service Agreement.

### Period of Performance

IRI may award long-term contracts for as-needed use, or short-term contracts for specific purposes.

### Requirement

The selected bidder(s) will be required to deliver a suite of appropriate holistic country security solutions in countries where IRI either temporarily operates or has a permanent presence, working to IRI’s in-house security team.

Bidders are requested to illustrate examples of services that can be delivered, in what countries and at what cost, in line with the example table given below on the country pro

forma at Annex A. A minimum of two examples are requested from each region; Africa, Asia, Eurasia, Latin America and MENA. If bidders do not have reach to a specific region, this should be stated and will not be viewed negatively – IRI are aware that they require a suite of providers for global coverage. In addition, bidders are requested to list in what countries globally they could *reasonably* support IRI field office operations.

**Scope of Work.** Services required may include:

### **Support to IRI Washington Office**

- Security intelligence and analysis pertaining particularly to political and physical risk.
  - Specific information and intelligence products outside of standard reporting.
- Deployable security consultancy to uncertain, unsafe and austere environments to advise and shape IRI overseas activity where the IRI internal security team are not able (able or available?).
- Short-term consultancy and management support to the IRI Washington Office in times of high tempo or for specific projects, that may include:
  - Management of the IRI global travel risk system.
  - Support to specific strategic security projects.
  - *In extremis* security consultancy if the in-house security team are unavailable due to other commitments.

### **Support to IRI Field Offices, to include higher risk environments:**

- Information and warning, to include threat reporting delivered to both in-country staff, specifically via the IRI chief of party (in whatever form) or their nominated representative and to the IRI in-house security team.
  - Collection, analysis and dissemination of threat reporting.
  - Dynamic risk assessment and recommendations.
- Security management and consultancy in coordination with IRI's in-house security team including:
  - Risk identification and assessment;
  - The recommendation and management of the implementation of appropriate security mitigations;
  - Single point of contact and coordination for all routine security matters and crisis management in a particular country;
  - Management of security and reporting procedures, journey management plans, physical security plans, contingency plans (including country evacuation plans) and any other necessary plans in accordance with IRI security operating procedures including the IRI field office security guide;
  - Security incident management;
  - Compliance with any and all required in-country legislation that may include:
    - Licensing of staff, vehicles, weapons, ammunition, equipment (including communications equipment);
    - Fire-fighting plans, procedures, training and equipment;
    - Security-related data compliance;
  - Round the clock monitoring of IRI personnel (tracking) as required.

- Establish and maintain liaison and direct communication with local emergency services, when possible.
- Journey management appropriate to the expected threat, ranging from:
  - Appropriate risk assessment linked to information and warning;
  - The provision of services ranging from a vehicle and trained driver (in lower threat environments) to B6 protected moves with close protection, ops room coordination and tracking;
  - Appropriate assistance up to and including armed Quick Reaction Forces (QRF).
- Physical security considerations appropriate to the expected threat, to include:
  - Appropriately secure in-country housing and/or office facilities for IRI staff;
  - Manned guarding with an appropriately trained and equipped force depending on the expected threat. Guards may be armed, or unarmed;
  - Provide and operate technical surveillance systems where required, including alarm, CCTV and other systems;
  - Appropriate access control.
- Training to IRI local and international staff to include:
  - Arrival and security procedures briefings;
  - Fire training;
  - Hostile Environment Awareness Training;
- Appropriate personal equipment as the environment dictates that may include:
  - Emergency communications that may include; cellphones, trackers, radios, satellite phones;
  - Appropriate medical equipment for all trained staff;
  - Ballistic protective equipment to appropriate National Institute of Justice standards according to the expected threat.

**Examples of potential IRI Field Offices may include:**

Africa	Asia	Eurasia	Latin America	MENA
<ul style="list-style-type: none"> <li>● CAR</li> <li>● DRC</li> <li>● The Gambia</li> <li>● Mali</li> <li>● Nigeria</li> <li>● Sierra Leone</li> </ul>	<ul style="list-style-type: none"> <li>● Burma</li> <li>● China</li> <li>● Indonesia</li> <li>● Malaysia</li> <li>● The Philippines</li> </ul>	<ul style="list-style-type: none"> <li>● Belarus</li> <li>● Ukraine</li> </ul>	<ul style="list-style-type: none"> <li>● Nicaragua</li> <li>● El Salvador</li> <li>● Guatemala</li> <li>● Honduras</li> </ul>	<ul style="list-style-type: none"> <li>● Afghanistan</li> <li>● Algeria</li> <li>● Iraq</li> <li>● Tunisia</li> <li>● Turkey</li> </ul>

**Technical Proposals**

All proposals submitted to IRI must include:

1. Information addressing Bidder’s experience in providing each of the services identified in the above Statement of Work and Bidder’s proposed specific approach for providing those services to IRI under this contract, including sufficient information to determine a clear definition of services as it relates to other providers that may be involved.
2. The name, address, and telephone and facsimile numbers of the Bidder (and electronic address if available). If the Bidder is a firm, name(s) should be provided for individuals authorized to conduct business on behalf of the firm.

3. Bidders may provide a list of up to three references for work performed of a similar nature during the last three years, along with contact details. IRI may contact the references to evaluate past performance.
4. If the Bidder is a U.S. organization/resident, or a foreign organization/resident which has income effectively connected with the conduct of activities in the U.S. or has an office or a place of business or a fiscal paying agent in the U.S., the information submitted must contain Bidder's Taxpayer Identification Number.
5. Proposals must contain the following:
  - a. List of the countries/regions where the bidder is able to provide services listed above, including countries where the bidder does not have presence but is able to subcontract services out.
  - b. Current/up to date registration and permits to do armed/unarmed security in each country where the bidder has a presence and is intending to provide any of the services listed above.
6. Proposals will not exceed 45 pages (not including cover page).
7. Proposals must also contain the following information:
  - a. Company history
  - b. Overview of services
  - c. Unique company strengths
  - d. Major customers and services provided
  - e. Organizational chart
  - f. Management Strengths
  - g. Technology Capabilities
  - h. Personnel qualifications

**Price Proposals**

Bidders should provide prices per country for each of the deliverables listed below. Bidder can submit prices for any other services not listed but can be provided as part of the Scope of Work above.

**IRI Security RFP Service Provision in (insert country)**

Ser	Requirement	Service Description (insert detail of services expected to be delivered)	Projected Cost
1	<b>Information and warning</b> , to include threat reporting delivered to both in-country staff, specifically via the IRI chief of party and to the IRI in-house security team.	Collection, analysis and dissemination of threat reporting.	
		Dynamic risk assessment and recommendations.	
		Additional services the bidder recommends.	
2	<b>Security management and consultancy</b> in coordination	Risk identification and assessment.	
		The recommendation and management of the implementation of appropriate security mitigations.	

	with IRI's in-house security team including:	Single point of contact and coordination for all routine security matters and crisis management (in-country).	
		Management of security and reporting procedures, journey management plans, physical security plans, contingency plans (including country evacuation plans) and any other necessary plans in accordance with IRI security operating procedures including the IRI field office security guide.	
		Compliance with any and all required in-country legislation that may include: <ul style="list-style-type: none"> <li>Licensing of staff, vehicles, weapons, ammunition, equipment (including communications equipment);</li> <li>Fire-fighting plans, procedures, training and equipment;</li> <li>Security-related data compliance.</li> </ul>	
		Round the clock monitoring of IRI personnel (tracking) as required.	
		Additional services the bidder recommends.	
3	<b>Journey management</b> appropriate to the expected threat.	Appropriate risk assessment linked to information and warning;	
		The provision of services ranging from a vehicle and trained driver (in lower threat environments) to B6 protected moves with close protection, ops room coordination and tracking;	
		Appropriate assistance up to and including armed QRF.	
		Additional services the bidder recommends.	
4	<b>Physical security</b> considerations appropriate to the expected threat.	Appropriately secure in-country housing and/or office facilities for IRI staff.	
		Manned guarding with an appropriately trained and equipped force depending on the expected threat. Guards may be armed, or unarmed.	
		Provide and operate technical surveillance systems where required, including alarm, CCTV and other systems.	
		Appropriate access control.	
		Additional services the bidder recommends.	
5	Appropriate <b>security training</b> as the environment dictates to IRI local and international staff.	Arrival and security procedures briefings.	
		Fire training.	
		Hostile Environment Awareness Training.	
		Additional training the bidder recommends.	
6	Appropriate <b>personal equipment</b> as the environment dictates.	Emergency communications that may include; cellphones, trackers, radios, satellite phones.	
		Appropriate medical equipment for all trained staff (all HEAT trained staff are to be issued a trauma kit).	
		Ballistic protective equipment to appropriate National Institute of Justice standards according to the expected threat.	
		Additional equipment/services the bidder recommends.	
7	<b>Additional services the bidder recommends.</b>	Additional services the bidder recommends.	

Prices could be presented as a fixed Unit price for each service, or as a daily/hourly rate. For daily/hourly, bidder should provide estimated number of days/hours to complete selected services, as well as any other costs that may be incurred in performing the service. For fixed Unit Price, 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.

The Bidder's pricing must be valid for at least 60 (sixty) calendar days after the due date for proposal submission. Proposals must be submitted in USD for organizations located in the United States or in local currency for foreign based organizations, payments under any resulting contract will be made one of the provided currency.

## 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. Subcontracts
  - a. Bidder may subcontract the portion of the SOW, as long as prior approval is obtained from IRI. However, subcontracting any portion shall not relieve Bidder of any liability or obligation that may arise from any resulting contract.
  - b. Subcontractors must comply with the eligibility criteria, and any documentary requirements specified in this RFP. In the event that any subcontractor is found to be ineligible, the subcontracting portion of the SOW shall be disallowed.
  - c. Bidder must identify the subcontractor to whom a portion of the SOW will be subcontracted before the Contract is signed, as IRI will have to subject the subcontractor to vetting requirements as required by law.
3. 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.
4. 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.
5. 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:

Criteria	Points
Technical evaluation, (including technical capabilities, proposed technical approach, and personnel qualifications)	30%
Past performance and experience in performing similar projects: - The applicant's stability, experience and record of past performance	25%
Compliance with security and other administrative requirements: - The extent to which the firm's proposal complies with the submission requirements.	15%

Organization structure: - An assessment of the organizational capacity to achieve the proposed activity set out in the application.	10%
Price: - Cost, flexibility, thorough breakdown, and transparency of applicant's financial application	20%
Total:	100%

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

6. 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 Basirat Abujade, at [babujade@iri.org](mailto:babujade@iri.org) with the subject line "IRI2019GLOBAL01o" 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. 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 an 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: \_\_\_\_\_

## RESPONSES TO QUESTIONS

1. Total number of IRI personnel? 300 Washington DC HQ staff, approx. 300 global staff – both expats and local staff.
2. Total number of travelling IRI personnel? Approx. 300. Any member of staff may be expected to travel, however.
3. Estimated number of total trips per annum (PNRs)? This is estimated to be in excess of 1500. IRI has tracked in excess of 800 higher risk or 'interesting' travels so far.
4. Which Travel Management Company(ies) does IRI work with? Is it a single entity and what GDS feeds do they use? IRI uses Key Travel that accounts for around 95% of our international flights. Some international air travel (Tunis to Libya for example) is not captured. No internal travel is captured by them. No information on what GDS feeds Key Travel use.
5. What destinations are likely to be visited, I assume global? Yes. 96 countries ranging from Somalia to Canada.
6. Do you have any permanent expatriate staff living in any country(ies)? Are they there with their families? We have 40 field offices globally, most headed by an expat or TCN and some are accompanied, although these are still rare (less than 10).
7. Will IRI select a single supplier for each country or region, or will there be multiple suppliers each competing for subsequent call-off contracts? IRI would use approved suppliers competing for call off contracts within a framework.
8. It mentions at the top of page 2 an Annex A, we do not appear to have an Annex A, could you share this with us? Annex A should have been the table etc. cut out of the main document and added as an annex that the bidders could fill out for each country.
9. Could you share a bit more information on what is expected with regards to Management of IRI Global Travel Risk System. What is the system? What does this look like? Is it a technical system etc? IRI's travel risk management system is a manual system using email travel authorizations from our travel provider. Entries are manually added to a spreadsheet that is tracked by the security advisor. Risk assessments and briefings are provided for all travel assessed as 'elevated' risk and above according to IRI's global risk matrix, which is also managed by the security advisor. Briefings are provided in person or by using the specific risk assessment and briefing pack once authorized by the regional Director and security advisor. Travel to 'medium' risk destinations is covered by IRI's baseline travel advice and online briefing packs.
10. How many bespoke taskings would be reasonable per week or month. There is no information in the RFP to shed light on how often the Washington office would require support "outside of standard reporting". If the in-house security team is fully resourced, it is unlikely that this is required. If either one of the two security manager posts is gapped or out sick, and the other is expected to travel - desk cover may be required for a security manager post. The IRI senior security manager is expected to travel up to 25% of the time although it is highly unlikely that cover would be required for as long as this.