



**International
Republican Institute**
1225 Eye St. NW, Suite 700
Washington, DC 20005
(202) 408-9450
(202) 408-9462 fax
www.iri.org | @IRIGlobal

REQUEST FOR PROPOSALS

Procurement Number:	MENA2018J11o
Open Date:	September 14, 2018
Questions Deadline:	Accepted on a rolling basis
Closing Deadline:	Accepted on a rolling basis
Geographical Area Restrictions:	937
Point of Contact:	Ashleigh Whelan, awhelan@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 uses its Baldytak mobile application in Jordan to administer informal surveys about local quality of life issues. This information is then presented to municipal officials and used to plan local governance initiatives that connect citizens with their elected representatives. Baldytak was developed by the Jordanian company in 2013 and IRI is now looking to redesign the application from the bottom up to make it more modern, customizable and user friendly. IRI is also looking to ensure that the platform can be used in multiple applications with the same customizable functionality but with different branding elements and/or languages.

Period of Performance

Date of signature – February 28, 2019

Statement of Work

IRI is looking for an applicant to redesign an already existing application. As part of the redesign, IRI requires the applicant to do the following:

1. Technical Review and Discovery
 - Aid IRI in choosing the correct platform/tool to build out the new interface. Including but not limited to:
 - Review requirements and cost implications of hosting
 - Assess if technical infrastructure of platform allows for right-to-left script
 - Provide information on options for licensed and open-source software/platforms
 - Set-up test/sandbox and host the approved platform

- Work with IRI to ensure that general requirements for data collection, reporting and admin criteria are met
- 2. Visual Design
 - Produce wireframes
 - Set up left-right and right-left displays and landing page design
 - User interface design
 - Configure initial reporting outputs
 - Generate mock-ups with custom design including:
 - IRI colors
 - IRI font
 - IRI look and feel
- 3. Trials and Launch
 - Create seed trials for one IRI office
 - Create implementation plan and training materials for IRI staff
 - Enact phased implementation with up to three other field offices

Description of Tool/Platform

The tool must:

- Work offline and sync data later for individual participants in low to no-bandwidth areas
- Must be able to be used with right-to-left and left-to-right languages.
- Multiple user roles should be assigned, allowing for different levels of backend access
- Work on both iOS and Android devices
- Reporting capabilities must be customizable
- Free or open-source options will be considered

Technical Proposals

All proposals submitted to IRI must include:

1. Information addressing Bidder's experience in providing each of the services identified in the above Statement of Work and Bidder's proposed specific approach for providing those services to IRI under this contract, including sufficient information to determine a clear definition of services as it relates to other providers that may be involved.
2. The name, address, and telephone and facsimile numbers of the Bidder (and electronic address if available). If the Bidder is a firm, name(s) should be provided for individuals authorized to conduct business on behalf of the firm.
3. Bidders may provide a list of up to three references for work performed of a similar nature during the last three years, along with contact details. IRI may contact the references to evaluate past performance.
4. If the Bidder is a U.S. organization/resident, or a foreign organization/resident which has income effectively connected with the conduct of activities in the U.S. or has an office or a place of business or a fiscal paying agent in the U.S., the information submitted must contain Bidder's Taxpayer Identification Number.
5. Proposals will not exceed 15 pages (not including cover page), inclusive of a list of similar applications developed with links to websites and/or proper names if available in app stores.

6. Offeror must describe a timeline for development and outline likely platform(s) or databases needed, especially if those require IRI to license them separately.
7. Proposals must also indicate Offeror's experience with right-to-left languages and previous experience with USAID or other donor-funded projects.

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. **If the Bidder prefers to outline deliverables differently (though the end result must be the same), they can but each deliverable must be fully explained and justified.** 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. **Any one-time software licensing fee (IRI will not accept technical bids that require recurrent licensing fees) must be included in the Bidders price proposal.** 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; payments under any resulting contract will be made in this currency.

	Unit/Deliverable	Unit Price	Number of Units	Total
1	Written Presentation of the technical review and discovery			
2	Produce wireframes and submit written presentations showing what was produced			
3	Submit final approved branded mock-ups			
4	Demonstration of the mock version of the system for IRI Jordan office			
5	Submit finalized and approved training material for IRI staff on system			
6	Deliver complete platform for IRI Jordan office			
7	Deployment of deliverables 2-6 for up to three additional IRI offices	Per office		

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:

Technical evaluation, (including technical capabilities, proposed technical approach, and personnel qualifications)	35
<i>Ease of maintenance required as described</i>	
<i>Accessibility for multiple users</i>	
<i>Ability to have multiple languages and surveys active</i>	
Past performance and experience in performing similar projects	35
Price	30
Total	100

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 Ashleigh Whelan, at awhelan@iri.org with the subject line "MENA2018J11o 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. 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.