



**International  
Republican Institute**  
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## REQUEST FOR PROPOSALS

<b>Procurement Number:</b>	MENA2019R01o
<b>Open Date:</b>	December 11, 2019
<b>Questions Deadline:</b>	December 18, 2019
<b>Closing Deadline:</b>	<del>December 23, 2019</del> <b>extended to 01/06/2020</b>
<b>Geographical Area Restrictions:</b>	N/A
<b>Point of Contact:</b>	Francesca Gortzounian; <a href="mailto:fgortzounian@iri.org">fgortzounian@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.

Under the Middle East Regional Civic Initiative (MERCİ) program, IRI will provide capacity building trainings to civil society activists selected by IRI and IRI's donor in the target countries on organizational, project and financial management and marketing and outreach to support their civil society work and their ability to pursue competitive funds from local and international donors.

### Period of Performance

January 2019- December 31, 2020

### Statement of Work

For the period of January 2020 to December 31, 2020, IRI will conduct two five-day capacity-building workshops under its Middle East Regional Civic Initiative (MERCİ) program for civil society organizations (CSOs) in Saudi Arabia. The trainings aim to improve their ability to design, implement and market projects and proposals.

IRI expects to issue up to two contracts with registered civil society organizations in the target countries to provide trainings on the following topics:

- **Organizational management:** strategic planning, policies and procedures, recruitment and staffing, forecasting
- **Project management:** strategic planning, monitoring and evaluation, developing result frameworks and logic models, performance evaluation
- **Financial management:** internal controls, fundraising, soliciting and managing funding, grants-writing, budgetary planning, financial auditing

- **Marketing and outreach:** developing promotional content, social media presence, group dynamics, leadership training, brand awareness and management

The selected organizations are expected to do the following:

- Facilitate the logistics of one in-country five-day training for up to 25 civil society organizations representatives selected by IRI from the target country including finalizing the participants' list, securing a training venue, and organizing participants and trainers travel, lodging and meals during the trainings.
- Identify and contract local trainers to provide trainings on the aforementioned topics.
- Identify civil society organizations to be trained as part of this program.
- Collect monitoring and evaluation data to track the program's progress.

### **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 10-pages (not including cover page) in Times New Roman 12-point font and should include the following information:
  - Description of the organization and mission statement and brief overview of previously managed projects. Should not exceed two pages.
  - CV of the persons who will be directly responsible for managing this project. Each CV should not exceed two pages.
  - Short bios for proposed trainers that the organization will be selecting for the trainings. Each bio should not exceed one page per trainer.
  - Proposed detailed budget for the trainings in the format of the table below.
  - Proof of organization's registration in country of operation.

### **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.

<b>Unit/Deliverable</b>	<b>Unit Price</b>	<b>Number of Units</b>	<b>Total</b>
Upon receipt of final list of participants, short-list of potential trainers, final agenda, and training venue confirmation.			
Provide a list of attendees following the trainings, monitoring and evaluation follow-up plan, and high-quality pictures of the trainings.			
Upon providing a final detailed report using IRI's template on the five-day-long in-country trainings provided for each participant and follow-up monitoring and evaluation details as requested by IRI in the report.			
Total Amount:			

Proposals should include all costs associated with facilitating the activities mentioned under Statement of Work. No reimbursements will be given.

### **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 intends to make an award to the responsible Bidder based on the following evaluation factors:
  - a) Organizational Capacity: An assessment of the organization's project proposal and staffing plan- **30 percent**
  - b) Past performance and experience in performing similar projects (based on previously managed projects and qualification of personnel) – **30 percent**
  - c) Cost efficiency: Cost, flexibility and transparency of applicant's Price Proposal.- **20 percent**
  - d) Organization ability to operate in target country (based on organizations registration status)– **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 Francesca Gortzounian, at [fgortzounian@iri.org](mailto:fgortzounian@iri.org) with the subject line "MENA2019R01o" 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 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

### 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: \_\_\_\_\_