

REQUEST FOR PROPOSALS

Procurement Number:	LAC2020N15r
Open Date:	March 10, 2020
Questions Deadline:	March 18, 2020
Closing Deadline:	March 20, 2020
Geographical Area Restrictions:	937
Point of Contact:	Roger Mitchell; rmitchell@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.

A USAID-funded program seeks to reduce the gap between CSOs and citizen stakeholders through the promotion of activities directed towards strengthening civil society and their capacity to foster citizen participation, advocacy, accountability and transparency. This program seeks a Local Program Facilitator (LPF) to manage the program's relationships with USG officials, local partners, beneficiaries and stakeholders, and support program implementation. This person will also provide support to local partners to ensure programming is successful.

Period of Performance

March 21, 2020 – March 19, 2021

Statement of Work

- Monitor the activities of program subawardees and advise on the completion of project milestones within the designated period of performance and budget.
 - Communicating directly with program subawardees on IRI policy, compliance and evaluative and financial reporting.
 - Reporting any major challenge or risk encountered by program subawardees;
- Attend select program and program subawardee activities and, in conjunction with IRI staff, determining which activities to attend.

- Travel, with IRI pre-approval, as necessary throughout Central America and internationally to support program activities.
- Serve as the main point of contact for the program for IRI in Central America and perform the following key tasks.
 - Communicate directly with representatives of USAID, the USG and others as necessary.
 - Attend in-person meetings with USAID, USG and other partners as needed and approved by IRI.
 - Provide USAID and USG representatives with programmatic updates as requested and relay requests or questions to IRI staff.
 - Answer program related inquiries from USAID and/or USG representatives in consultation with program staff.
- Attend weekly virtual meeting consultations with Washington D.C.-based program staff.
- Oversee all operations related to the program field presence such as activity execution, coordination with partners, donor relations and field staff coordination.
- Provide a summary report on a weekly basis detailing activities and upcoming activities pertaining to subawardees in accordance with IRI's monitoring and evaluation plan.
- Report on a monthly and quarterly basis information and details pertaining to subawardee activities, outcomes and results, in accordance with the program's monitoring and evaluation plan, and constraints or challenges to program implementation.
- Provide regular political and security updates on the in-country situation, highlighting potential constraints or challenges to program implementation.
- Keep IRI's information confidential and ensuring its security according to IRI's local security plan.
- Maintain any IRI-owned equipment safely and in good condition, including laptops and printer.
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- **Deliverables**
- Written weekly narrative activity reports.
- Written monthly narrative report summarizing programmatic and administrative activities, as well as relevant political and security updates.
- Narrative reports summarizing programmatic and administrative updates from eight (8) planned program activities in Central America.
- Narrative reports summarizing programmatic and administrative updates from two (2) planned program strategic sessions in the United States.

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).
6. Proposals submitted by individuals must contain the attached Expert Service Rate Form and a CV/resume.
7. Bidders must:
 - Be based in Central America
 - Have professional-level English and Spanish fluency.
 - Have substantial experience in politics, law, and/or strategic communication.
 - Have substantial experience in monitoring and evaluation.
 - Be willing and able to identify and coordinate with local CSOs.
 - Have excellent oral and written communication in English and Spanish and organizational skills.
 - Have experience working with international organizations.

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 payments under any resulting contract will be made in this currency.

Unit/Deliverable	Unit Price	Number of Units	Total

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:
 - Best value. 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) – 25 percent
 - b) Past performance and experience in performing similar projects – 35 percent
 - *Experience managing relationships with Central American civil society organizations - 20 percent.*
 - *Experience implementing democracy and governance programs in Central America -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 Roger Mitchell, at rmitchell@iri.org with the subject line "LAC2020N15r" 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 certificate need to be signed by all Bidders. This certification is an integral part of the quotation/proposal. Please print it off and send back to us with your proposal after signature on each certificate. They are:

EXPERT RATE INFORMATION

Name <i>(Last, First, Middle)</i>	Proposed Rate:	Daily	Hourly
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Rates should be given for the last three (3) years. If employment history/salary information is applicable, list salaries separate for each year. If expert services is applicable, indicate the type of rate daily/hourly.

EMPLOYMENT HISTORY - SALARY

POSITION TITLE	EMPLOYER'S NAME AND ADDRESS POINT OF CONTACT & TELEPHONE #	Employment Period (M/D/Y)		Annual Salary ¹ U.S. Dollars
		From	To	

SPECIFIC EXPERT SERVICES

SERVICES PERFORMED/TITLE	CLIENTS NAME AND ADDRESS POINT OF CONTACT & TELEPHONE #	Service Period (M/D/Y)		Units at Rate	Daily/Hourly Rate ² In U.S. Dollars
		From	To		

CERTIFICATION: To the best of my knowledge, the above facts as stated are true and correct.

Signature	Date
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¹ Basic periodic payment for services rendered. Exclude bonuses, profit-sharing arrangements, commissions, consultant fees extra or overtime work payments, overseas differential or quarters, cost of living or dependent education allowances.

² A form of management fee whereby the client pays a set fee for providing professional services. Exclude cost reimbursements, bonuses, overtime work payments, overseas differential or quarters, cost of living, and any other allowances.