

REQUEST FOR PROPOSALS

Procurement Number:	LAC2021N46o
Open Date:	May 12, 2021
Questions Deadline:	May 19, 2021
Closing Deadline:	May 24, 2021
Geographical Area Restrictions:	937
Point of Contact:	Harrison Dubke, Senior Program Associate, hdubke@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.

Understand what citizens think about the current socio-political context and expectations about the future. Main problems at the national level and assigned responsibilities (if any). Identify the most used type of media, most consumed media channel and the well-known news stories. Evaluation of local political parties and social organizations.

Eligibility: Organization

- Prior experience conducting FGDs in Central American Countries
- Provided at least three references
- Provided certifications
- Able to conduct face-to-face FGD's in Central America
- Able to conduct remote FGDs in Central America

Period of Performance

Date of Signature- November 1, 2021

Statement of Work

OBJECTIVES OF THE RESEARCH

Gather public attitudes on socio-political issues in a Central American country, including ongoing reform efforts.

IRI'S INFORMATIONAL NEEDS

IRI needs to:

1. **Understand what citizens think about the current socio-political context and expectations about the future.** Main problems at the national level and assigned responsibilities (*if any*). Identify the most used type of media, most consumed media channel and the well-known news stories. Evaluation of local political parties and social organizations.

METHODOLOGY

The questions above are best addressed by a focus group study. Four sets of six groups, each lasting approximately 90-120 minutes and attended by 6-10 participants (or 5-7 if online); the locations will be determined in close consultation with IRI.

All participants should be:

- Males and females in condition to vote in their respective circumscription.
- Must be recruited from different neighborhoods within the research location cities.
- Express strong interest in looking for and sharing impressions about local and national issues and events that they believe affect their lives and the future of their society.
- Participants in the same focus group session may not know one another.
- No participants may have taken part in a focus group or in-depth interview study in the past 12 months.
- If the FGDs are held online, accommodations must be made to not exclude potential participants solely because they may lack the technology tools/skills or a reliable high-speed internet connection.

Focus group composition:

- Among each set of sessions in the same city, three cities in total, one group shall be with those are “most interested” and one with those “less interested” in participating in national elections.

GENERAL RESPONSIBILITIES OF THE OFFEROR

IRI is recognizant of challenges associated with the Coronavirus. IRI is open to the offeror’s recommendations in the proposal to mitigate risks. IRI will accept participant recruitment by phone/online, and online FGDs, if the bidder is able to demonstrate that online fieldwork has been planned for success carefully.

Offeror will be responsible for managing all logistical aspects of the project above and should engage local support staff as necessary to complete the following:

- **Screener.** For each of the four sets, IRI will provide a draft screening questionnaire in Spanish within two weeks of contract award based on the specifications above. The Offeror will review and offer edits within three working days of receipt.
- **Recruiting participants.** Offeror will recruit all participants according to the screening criteria listed above. At least one week prior to the start of the first focus group session, the Offeror will provide a brief description of the composition of the groups in terms of age, gender, occupation, etc. Offeror should recruit 6-10 participants (5-7 if online) for each group as well as 2-3 alternates in case any of the original participants are unable to participate. All participants will be required to

give written informed consent to participate in this study. IRI will provide draft informed consent language which may be adjusted by the bidder to conform to any specific legal requirements in the research country.

- **Discussion guide.** For each of the four sets, IRI will provide the draft discussion in Spanish within four weeks of contract award. Offeror will be welcome to offer suggestions for improvement. Once IRI has reviewed the template, some modification of the discussion guide may be required.
- **Focus group moderator.** Offeror will provide a trained and experienced moderator for groups in each city. The moderators should familiarize him/herself with the topic of discussion prior to the groups.
- **Observation.** Offeror will plan for a Spanish-speaking client representative to observe all sessions (live or remotely.)
- **Recording of focus group discussions.** Audio and/or video record all aspects of research necessary for full and accurate data collection, transcript generation and inclusion of illustrative samples in the final analytical report. Offeror will film focus groups and film should be high quality with clear sound. If participants do not consent to videotaping, audio recordings are acceptable.
- **Written summary** of focus group discussions. For each of the four sets, offeror will provide a 2-3-page written summary of the focus group discussions in idiomatic Spanish within two days after the final focus group session. A template will be provided by IRI.
- **Written analytical report.** For each of the four sets, offeror will analyze all discussions and write and edit final analytic report (see Deliverables) for review, editing and acceptance by IRI within two weeks of the final focus group session. IRI will provide a report template. The report is expected to synthesize findings across all participants and all discussion sessions, while noting to any major differences of opinions between participants and sessions. The report must present actual analysis (i.e., not mere description) and illustrative quotes from participants.

DELIVERABLES

- Finalized discussion guides, prepared in consultation with IRI.
- Proposed Participant Profile
- Written summary, one per set.
- Video/Audio recordings of each of the six discussions per set, with clear audio. Recording should be delivered to IRI electronically (for example via a file transfer service).
- Analytic report of 30-50 slides in MS PowerPoint of each of the four sets in Spanish, which includes a one or two page/slide executive summary, addressing the research needs outlined above.

TIMING

The focus group discussions will be scheduled in close consultation with IRI; proposals should schedule four discussions per month, and the exact timing needs to be determined in close consultation with IRI.

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).
6. 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

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.

Cost per set (6 groups across 3 cities)		
Unit/Deliverable	In Person	Online
Finalized Discussion Guide		
Proposed Participant Profile		
Pilot Report		
Video/Audio recordings of the discussions		

Written summary of the focus group discussions		
A full written report		
Total cost per set		

Total Cost of project:

	In Person	Online
Total Cost of Project across 4 sets		

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) – 45 percent
 - *Proposed technical approach- 25 percent*
 - *Capacity to perform Scope of Work- 20 percent*
 - b) Past performance and experience in performing similar projects – 35 percent
 - c) 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 Harrison Dubke, at hdubke@iri.org with the subject line "LAC2021N460" 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 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: _____