

## REQUEST FOR PROPOSALS

<b>Procurement Number:</b>	1016-0007-0001-0001
<b>Open Date:</b>	April 6, 2021
<b>Questions Deadline:</b>	April 12, 2021
<b>Closing Deadline:</b>	April 19, 2021
<b>Geographical Area Restrictions:</b>	N/A
<b>Point of Contact:</b>	Gabriela Serrano, Resident Program Director, <a href="mailto:gserrano@ir.org">gserrano@ir.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.

IRI supports Colombia's Congress and municipal governments in their ability to respond to challenges related to peace implementation and Venezuelan migration. IRI provides tools and trainings to newly elected municipalities and supports the sharing of best practices to address governance and migration challenges and peace implementation. IRI also provides technical support to congressional committees working on these issues, as well as communities impacted near the Pacific post-conflict zones and migration routes.

### Period of Performance

May 1, 2021 – September 30, 2021

### Statement of Work

IRI is seeking an expert consultant to support project objective "Supporting Inclusive and Collaborative Responses to the Challenges of Development of Colombia". The objective of this contract is to support the local governments of Valledupar, Villavicencio and Yopal to effectively address the needs of the migrant population. IRI, in collaboration with the Border Management of the Presidency of the Republic, will carry out a process to increase the governance capacity of local government representatives in these three municipalities consisting of:

- Carry out a diagnosis on how migration is impacting the municipalities and the measures they have taken to address emerging issues;
  - This diagnosis will assess each municipality's local development plan for opportunities to address issues of migration and ongoing steps that mayors have taken to respond to the crisis.

- Develop a toolkit and guides for the development of local response strategies and mechanisms for the integration of the migrant population into their municipalities;
- Share the toolkit with municipal staff during three total workshops on migration;
  - The consultant will develop content for these trainings. The workshops will focus on introducing the toolkit, highlighting existing institutional frameworks and legal policies for the integration of migrants in Colombia. The consultant should highlight mechanisms already implemented at the national level and the international legal standards on the rights and commitments of migrants from the Colombian government;
- Organize, in coordination with each municipality, a service fair for migrants and the receiving community in each place.
  - These service fairs should include participation from local police and government stakeholders who can introduce migrants to resources and community norms and raise awareness of issues related to regularization of the population.

### **Deliverables:**

- Diagnosis report on each municipality;
- Toolkit for development of local strategies to address migration issues and integration of migrant populations.
- Presentation for each municipal training, including content of the trainings and the list of workshop attendance.
- Narrative report for each service fairs, including the list of participating agencies, at least ten (10) photos for each fair and two testimonies of participants (videos of 1 minutes each).

### **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. Proposals submitted by individuals must contain the attached Expert Service Rate Form and a CV/resume.
7. Copy of previously developed toolkits/guides

### **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 COP, payments under any resulting contract will be made in this currency.

The established agreement will be a fixed price contract paid without reimbursable expenses and meet the following criteria:

- Price should be presented in Colombian pesos.
- No reimbursement is allowed

Price presented for services rendered for period of performance. Prefer for costs to be broken down by month.

Contract will be awarded in local currency – Colombian pesos.

Ceiling of contract is 60,000,000 COP

<b>Service</b>	<b>Deliverables</b>	<b>Unit</b>	<b>Unit Cost</b>	<b>Total Amount</b>
Draft diagnosis report on migration issues in each municipality's local development plan	Diagnosis report on migration for each municipality	3		
Develop a toolkit for the development of local response migration strategies	Toolkit for migration issues	1		
Develop one presentation for each municipality highlighting existing institutional frameworks and legal policies for the integration of migrants in Colombia	Presentation for each municipal training, including content of the trainings and the list of workshop	3		

	attendance			
Organize, in coordination with municipal officials, one service fair in each municipality	Narrative report for each service fairs, including the list of participating agencies, at least ten (10) photos for each fair and two testimonies of participants (videos of 1 minutes each).	3		

### **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) Past performance and experience in performing similar projects –70 percent
  - Previous experience on migration issues- 20
  - Previous experience with municipal policymaking-20
  - Previous experience developing tools or guides on municipal offices-30
- b) Price – 30 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 Gabriela Serrano, at [gserrano@ir.org](mailto:gserrano@ir.org) with the subject line "LAC2021COL02o" 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.



**EXPERT RATE INFORMATION**

Name (Last, First, Middle)	Proposed Rate:	Daily	Hourly
----------------------------	----------------	-------	--------

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 <sup>1</sup> 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 <sup>2</sup> In U.S. Dollars
		From	To		

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

Signature	Date
-----------	------

<sup>1</sup> 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.

<sup>2</sup> 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.