



## REQUEST FOR PROPOSALS

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| <b>Procurement Number:</b>             | IRI2021CEPPS01   |
| <b>Open Date:</b>                      | 4/28/2021  |
| <b>Questions Deadline:</b>             | 5/17/2021  |
| <b>Closing Deadline:</b>               | 6/10/2021  |
| <b>Geographical Area Restrictions:</b> | N/A  |
| <b>Point of Contact:</b>               | Geoff Merck ( <a href="mailto:gmerck@iri.org">gmerck@iri.org</a> ) |

### Background

Established in 1995, the Consortium for Elections and Political Process Strengthening (CEPPS) is a co-equal, legal joint venture between the International Foundation for Electoral Systems (IFES), the International Republican Institute (IRI), and the National Democratic Institute (NDI). Currently, CEPPS is the holder of the Global Elections and Political Transitions (GEPT) leader with associates award (LWA) from the US Agency for International Development (USAID) and has held similar awards since its creation. Over the past 25 years, more than \$1.9 billion of funding has been awarded to CEPPS for programs in more than 100 countries. Through the GEPT mechanism, CEPPS works to empower local partners to build resilient government institutions, political parties, and electoral processes in fragile states and developing democracies.

The CEPPS staff is comprised of individuals that are distributed among the three organizations listed above and is truly a virtual organization. The persistent challenge has been providing access to multiple environments; the partner organization which is the “home” organization of the individual, and the CEPPS environment. CEPPS currently has and maintains a grandfathered Microsoft 365 tenant supported by a member organization, however growth and need for further development has outpaced the abilities of the member organizations to support.

### Period of Performance

The period of performance is expected to be approximately 12 months from the agreed upon start date and is subject to renewal on an annual basis.

### Statement of Work

The current environment is a legacy, but current (\*\$0/user) plan with a focus on collaboration and storage using the SharePoint platform for creation and storage of documents. This storage is used to track grants issued by CEPPS to the partner organizations, and reporting and communication to USAID, the funder of the CEPPS mechanism.

The main goals include:

- Evaluation of the current tenant status for licensing, security, and SharePoint usage.
- Evaluation of proper tier or combination of services to be licensed for CEPPS requirements.

- Configure and migrate, where necessary, CEPPS data and accounts to selected tier of M365 services to include:
  - Recommended security components including MFA
  - Adequate storage based on current and foreseeable needs
  - Internal CEPPS.org user and guest access from partner orgs.
- Migration/removal of current CEPPS.org accounts to convert to guest access for non-CEPPS accounts.
- Archiving of older data, organization of current, and planning for future use and storage requirements
- Determining optimal configuration for access by partner organization users
- Documentation for end user conversion from CEPPS.org accounts to guest access using native org accounts.
- Evaluation of use of Teams as primary means of collaboration with guest access.
- Documented guidance in proper user and site administration based on CEPPS needs
- Position the CEPPS M365 environment for further upgrade and automation in potential subsequent engagements.
- Provide on-going support to the CEPPS staff and environment as needed.
- Restructuring and organization of SharePoint and Teams for better use as intranet and collaboration with proper permissions.

The intent of these goals is to assist the CEPPS organization more effectively manage grants, collaborate with partner organization during the proposal, implementation, and reporting phases of the grants, and to enable CEPPS to better organize and collaborate on reporting to its main funder, USAID.

#### Key Deliverables:

- Establish M365 subscription standard for CEPPS users that meets all requirements
- Guidelines for optimal storage and environment configuration
- Implementation of selected changes to architecture both in M365 user administration as well as SharePoint sites and components
- Archival of older data, and optimal configuration of current data for collaboration
- Methodology and support for best organization and collaboration moving forward
- Documentation for reference and support of revised M365 environment
- Responsive support services for technical support beyond standard functions performed by trained CEPPS technical points of contact.

#### **Technical Proposals**

All proposals submitted to CEPPS 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 CEPPS under this contract, including sufficient information to determine a clear definition of services as it relates to other providers that may be involved. This information should be provided in the form of a cover letter or narrative section detailing the Bidder's relevant experience and proposing and justifying a methodological approach to the project.

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 must provide a list of up to four references who are previous or recent customers within the last three years, along with contact details. IRI will 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 should include:
  - a. The resumes of key personnel detailing their relevant skills and experience.
  - b. Sample Assessment: Candidates must submit an example of the assessment that will be provided.
  - c. SOC 2 Type 2 certified: Candidate will provide proof of SOC type 2 compliance or equivalent.
  - d. Financials: All submissions must include documentation demonstrating current financial status.
7. Subcontracting: No subcontractor will be used without prior approval

### **Price Proposals**

Bidders must provide the price proposal in a fixed price format per deliverable. The Bidder's pricing must be valid for at least 60 (sixty) calendar days after the due date for proposal submission. The proposed rate should be fixed and should include all the costs to perform, including inspection services, transportation, taxes, import duties (if any), and other levies, may be included separately. To the extent that a Bidder proposes 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 (USD), payments under any resulting contract will be made in this currency. Prices should be broken down by deliverables. Prices must be guaranteed through the expiration of this agreement.

### **Evaluation and Award Process**

1. CEPPS may contact any Bidder for clarification or additional information, but Bidders are advised that CEPPS 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. CEPPS 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. CEPPS 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 CEPPS determines that the lack of balance poses an unacceptable risk.
4. CEPPS will conduct a source selection based as follows:

CEPPS intends to make an award to the responsible Bidder based on the following evaluation factors:

| <b>Criteria</b>                    | <b>Score</b> |
|------------------------------------|--------------|
| Proposed technical approach        | 20           |
| Personnel qualifications           | 20           |
| Support Services SLA               | 20           |
| Proposed documentation approach    | 20           |
| Meets requirements set forth below | 20           |
| <b>Total</b>                       | <b>100</b>   |

CEPPS 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 Geoff Merck at [gmerck@iri.org](mailto:gmerck@iri.org) with the subject line "IRI2020CEPPS01 RFP" by the deadline listed above.

### **RFP Terms and Conditions**

1. CEPPS may reject any or all proposals if such is within CEPPS's interest.
2. Proof of costs incurred may be requested during and for up to three years after the end of the contract period.
3. The Bidder's initial proposal should contain the Bidder's best offer.
4. Payment will be made upon receipt of invoices and deliverables/services.
5. Discussions with Bidders following the receipt of a proposal do not constitute a rejection or counteroffer by CEPPS.
6. CEPPS will hold all submissions as confidential and submissions shall not be disclosed to third parties. CEPPS reserves the right to share proposals internally, across divisions, for the purposes of evaluating the proposals.
7. For any currency conversion, the exchange rate to US Dollars listed on oanda.com on the closing date of this solicitation shall be used.
8. Every contract will contain provisions governing termination for cause and termination for convenience.
9. 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.

10. 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.
11. Bidders agree to disclose as part of the proposal submission:
  - Any close, familial, or financial relationships with CEPPS staff and agents. For example, the Bidder must disclose if a Bidder's mother conducts volunteer trainings for CEPPS.
  - 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.

### **CEPPS Obligations**

Issuance of this RFP does not constitute an award commitment on the part of CEPPS, nor does it commit CEPPS 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:

- Authorized Individuals

## Authorized Individuals

The offeror/bidder/applicant represents that the following persons are authorized to negotiate on its behalf with CEPPS and to bind the recipient in connection with this procurement:

| Name | Title | Telephone | Email |
|------|-------|-----------|-------|
|      |       |           |       |
|      |       |           |       |
|      |       |           |       |
|      |       |           |       |

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Entity Name: \_\_\_\_\_