

## REQUEST FOR PROPOSALS

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| <b>Procurement Number:</b>             | LAC2022Regional05o   |
| <b>Open Date:</b>                      | July 7, 2022   |
| <b>Questions Deadline:</b>             | July 10, 2022  |
| <b>Closing Deadline:</b>               | July 16, 2022 July 18, 2022  |
| <b>Geographical Area Restrictions:</b> | N/A  |
| <b>Point of Contact:</b>               | Luis Robles ( <a href="mailto:lrobles@iri.org">lrobles@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.

Media and civil society play a unique and pivotal role in providing oversight and accountability to disclose and prevent corruption. Unfortunately, institutional opacity and limited access to public information restrict opportunities for citizen scrutiny of anticorruption efforts. Meanwhile, the capacity of journalists to carry out rigorous and safe investigations of acts of corruption varies considerably and inhibits the generation of well-informed reporting of corruption within government institutions.

In this environment, IRI combines capacity building and exchange activities to strengthen the internal investigative capacity of journalists and media outlets across Latin America and develop a transnational network of journalists and justice sector actors who will be able to support one another for improved government accountability.

IRI is seeking a contractor to develop and conduct a series of three specialized trainings on digital journalism, business modeling, and media production for investigative journalists from Latin America and the Caribbean.

### Period of Performance

July 20, 2022 – October 11, 2022

### Eligibility

- Previous experience in providing both in person and virtual specialized training to journalists, media associations and/or media-focused civil society.
- Experience providing trainings on digital journalism, business modeling, and media production
- Connections and relationships with journalism, research and/or technical experts on digital journalism, business modeling, and media production.

## **Statement of Work**

### **Scope of Work**

- The contractor will disseminate a call for participants and identify journalist beneficiaries in all IRI target countries for the trainings as part of IRI's work in each of five target countries/subregions (Ecuador, Peru, English-speaking Caribbean, Panama, the Dominican Republic). Eligible participants include those residing in IRI's target countries/subregions. A representative of IRI will conduct a final vetting of the successful applicants before they are selected.
- Thematic training modules – providing trainings (two virtual and one in person in Quito, Ecuador on September 8-9) and technical assistance for journalists on media production techniques, digital journalism platforms, and business models.
  - The media production techniques virtual training should support journalists in translating their research and investigations into media products such as short videos, blogs, infographics, and podcasts, among others, as a way to disseminate their research and target different audiences.
  - The digital journalism platforms virtual training should provide investigative journalists with training on tools they can use to create their personal online brand and how to leverage their social media platforms to promote their work strategically and bolster their audience.
  - The in-person business models training will be held in Quito from September 8-9 (IRI will provide flights and lodging for the contractor, as well as assume all venue/event costs for the in-person portion of the training). The training should outline business models and techniques that journalists can use to monetize their work and finance independent digital media. The training should have an additional focus on tools that make digital media financially sustainable in the mid- to long-term.
- Evaluate knowledge gained of journalist participants. Contractor will develop and oversee pre- and post-tests for each training to measure how journalists have retained information from trainings and how they can use them in their work.

### **Deliverables**

- Call for participants materials (can be virtual or traditional documents) and tentative list of participants
- Documents for each training module and participant attendance list
- Final narrative report provided, to include:
  - Assessment of training modules (suggestions for future interventions, if any);
  - Assessment of journalists' published works;
  - Final post-test assessment of changes in journalist skills.

## **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) and should demonstrate the following:
  - a. A robust understanding of the media environment in the and the principles of investigative research
  - b. Previous experience in providing support to journalists, media associations and/or media-focused civil society.
  - c. Connections and relationships with journalism, research and corruption experts essential to workshop success.
  - d. A demonstrated understanding of the elements of an effective training or workshop
6. Required attachments (not included in the five-page limit):
  - a. Proposed timeline for training activities (finalized timeline will be determined in conjunction with IRI)
  - b. Resume
  - c. References (at least 3)
7. Proposals submitted by individuals must contain the attached Expert Service Rate Form and a CV/resume.

### **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.

For an expert contract with an individual only (unless it is a fixed price contract):

Applications should not exceed \$32,000 USD.

IRI will pay directly (to the hotel, airline, train, etc.) for all preapproved lodging and airfare expenses for the contractors' participation in IRI activities and events. The rates submitted should, therefore, not include an assumption of costs incurred by the contractor for travel related expenses. All other expenses, should be included within the daily and/or hourly rates, as no other expenses will be covered or reimbursed by IRI. Bids must be submitted in USD, payments under any resulting contract will be made in this currency.

For a fixed price contract:

| Deliverable  | Number of Units | Unit Cost |
|--|-----------------|-----------|
| Set of documents, multimedia pieces and/or links utilized for the call for participants and tentative list of participants                                       | 1               | \$8,000   |
| Training curriculum and pre- and post-test per training  | 3               | \$4,000   |
| Short report (no more than 3 pages) on training results, participation record and participant feedback, if any.  | 3               | \$2,000   |
| Final narrative report to include results and analysis of the pre- and post-tests, feedback about the training series content, logistics, and other information. | 1               | \$6,000   |

No reimbursement allowed

## 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:

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

|  |            |
|--|------------|
| <b>Technical evaluation</b>  | <b>10</b>  |
| <i>technical capabilities and proposed technical approach</i>  | <b>10</b>  |
| <b>Past performance and experience in performing similar projects</b>                                | <b>50</b>  |
| <i>Experience providing trainings on digital journalism, business modeling, and media production</i> | <i>30</i>  |
| <i>Experience providing specialized trainings to investigative journalists</i>                       | <i>20</i>  |
| <b>Price</b>   | <b>40</b>  |
| <b>Total</b>   | <b>100</b> |

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 Luis Robles, at [lrobles@iri.org](mailto:lrobles@iri.org) with the subject line "RFP LAC2022Regional05o" 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: \_\_\_\_\_

**EXPERT RATE INFORMATION**

|                                   |                |       |        |
|-----------------------------------|----------------|-------|--------|
| Name <i>(Last, First, Middle)</i> | 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<br>POINT OF CONTACT & TELEPHONE # | Employment Period <i>(M/D/Y)</i> |    | Annual Salary <sup>1</sup><br>U.S. Dollars |
|----------------|---|----------------------------------|----|--|
|                |   | From                             | To |  |
|                |   |                                  |    |  |
|                |   |                                  |    |  |
|                |   |                                  |    |  |

**SPECIFIC EXPERT SERVICES**

| SERVICES PERFORMED/TITLE | CLIENTS NAME AND ADDRESS<br>POINT OF CONTACT & TELEPHONE # | Service Period <i>(M/D/Y)</i> |    | Units at<br>Rate | Daily/Hourly<br>Rate <sup>2</sup> In U.S.<br>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.