

REQUEST FOR QUOTES

Procurement Number:	IRI2023Global01o
Open Date:	January 5, 2023
Questions Deadline:	January 11, 2023
Closing Deadline:	January 28, 2023
Geographical Area Restrictions:	N/A
Point of Contact:	Eric Peterman, epeterman@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.

IRI's Center for Insights in Survey Research (CISR) provides actionable insights through rigorous and reliable quantitative and qualitative international research in support of IRI's mission. This solicitation calls for the expertise of a survey research professional who has experience providing research support for the implementation of public opinion surveys worldwide and conducting rigorous quality control checks on public opinion survey datasets. A contractor is needed to conduct these quality control checks on each polling dataset to ensure the high quality of all polling data released by IRI.

Period of Performance:

January 15, 2023 – December 31, 2023, with the option to extend for up to five years

Eligibility: Individuals

Statement of Work:

The bidder agrees to provide the following deliverables and/or services for surveys conducted around the world. We anticipate needing these services for up to 40-60 surveys per year:

For each poll the contractor works on, CISR will share the draft polling dataset produced by the field provider, as well as the survey questionnaire, sampling plan, technical report, and any other supporting documentation for the poll. The contractor will be responsible for conducting a range of quality control checks on the data, including:

- Reviewing and verifying the survey weights and checking them against census data and other public data sources
- Reviewing the sampling variables in the data file to ensure the correct implementation of the agreed-on sample plan
- Verifying that the data structure matches the final questionnaire, including the inclusion of all questions and response codes
- Verifying that all questionnaire filters were administered correctly, and that the bases for all filtered questions in the data are correct
- Review aggregated data and disaggregates by key demographic variables to identify unusual or unexpected findings in the data
- Comparing data points with previously collected IRI data or publicly available survey data. Access to previously collected IRI data will be provided as needed to facilitate these checks.
- Conducting checks to look for problematic patterns in the data, including at the interviewer level, supervisor level, or regional level
- Conducting checks to find potential indicators of fraudulently collected data, or evidence of deviations from the agreed-on fieldwork protocols

At IRI's request, the contractor will communicate directly with fieldwork vendors regarding the findings from a survey's data quality review for the purpose of working with the fieldwork vendor to correct any errors in the data and answer any questions about the methodology used to collect the data.

After a survey dataset is finalized, the contractor will produce crosstabulations or data tables that will be exported and delivered in an Excel format. The specifications for each survey's crosstabs will be provided by IRI. The contractor may also be called on to check a survey's raw data against the numbers reported in presentations, reports, or dashboards that are produced by IRI, to verify their accuracy.

Less frequently provided services will include:

- Reviewing sample design and sampling plans for surveys
- At the request of IRI, communicating directly with fieldwork vendors to collect information about a survey's proposed sample design before fieldwork begins
- Preparing survey codebooks
- Producing graphs and charts for PowerPoint presentations, in accordance with the style guide provided by IRI
- Producing customized analyses for data and writing up findings
- Producing research memos on new methodologies or research topics, at the request of IRI

Working Hours and Turnaround Times:

- During an active assignment, the selected contractor must be available for consultations and meetings for at least two hours during every Washington, DC business day (9 am to 5 pm ET).
- For any assigned poll data review, work must be completed and a data review report delivered within five business days of the date of assignment.
- For any assigned PowerPoint reviews, the reviewed PowerPoint must be delivered within three business days of the date of assignment.
- Any assigned sample design reviews must be completed within two business days of the date of assignment.

Technical Bid:

All bids submitted to IRI must include:

1. Information addressing your experience in providing each of the services identified in the above Statement of Work and your 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);
3. Bidders shall provide contact information for a minimum of three professional references with whom the applicant has had a working relationship within the last 24-month period. IRI may contact these individuals.
4. If the Bidder is a U.S. resident, or a foreign 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 technical bids must contain Bidder's Taxpayer Identification Number.
5. Bids will not exceed 5 pages (not including cover page), using Times New Roman 11 point font, 1" margins.
6. Proposals must be submitted in English.
7. Application should address :
 - The data review checks that the bidder will use to assess the quality of each polling dataset.
 - Prior experience with running these checks to identify problems in polling datasets, including a list of countries where bidder has experience.
 - Prior experience conducting other tasks in the scope of work for contractor, including sample review, customized data analyses, PowerPoint/analytical report reviews, and methodological research. Bidder should describe the nature of their experience and the countries for which tasks were completed.
 - Prior experience using SPSS and R to analyze and clean datasets.
 - Data security measures that the bidder will have in place to ensure that IRI data is kept secure and confidential.
 - The quality of internet service that the bidder will be using while working on IRI projects, including download/upload speeds.

8. Attachment requirements:

- CV/Resume
- Expert Service Rate Form provided at the end of this solicitation. IRI may contact previous clients and employers for professional references and compensation confirmation.

Price Bids must adhere to the following criteria:

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 hourly rates submitted should, therefore, not include an assumption of costs incurred by the contractor for travel related expenses. All other expenses, including transportation, lodging, and meals should be included within the 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.

Unit	Unit Price
Hourly Rate	

The bidder will provide all hardware and tools needed to perform their role, including high speed internet access, a high performance computer, an SPSS license, and other software as needed. IRI will provide an IRI email account for the winning bidder.

The expected LOE for commonly assigned tasks are:

Task	Level of Complexity	Hours
Sample Design Review	Minimum	1
	Medium	3
	Most Complex	5
Data QC Review	Minimum	8
	Medium	18
	Most Complex	24
Data Analysis	Minimum	4
	Medium	6
	Most Complex	16
PowerPoint/Report Review	Minimum	4
	Medium	8
	Most Complex	24

RFQ 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 bids if such is within IRI's interest.
3. Payment will be made upon receipt of detailed invoices and deliverables/services.
4. 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.
5. The Bidder's initial bid should contain the Bidder's best offer.
6. IRI reserves the right to make multiple contracts or partial contracts if, after considering administrative burden, it is in IRI's best interest to do so.
7. Discussions with Bidders following the receipt of a bid do not constitute a rejection or counteroffer by IRI.
8. IRI will hold all submissions as confidential and shall not be disclosed to third parties. IRI reserves the right to share bids internally, across divisions, for the purposes of evaluating the bids.
9. If IRI continues to require the goods and services and the price remains reasonable and within market norms, resulting contract may be renewed each year for up to 5 years with 30 days' notice to the Contractor. Bidder must establish any price increase for each renewal year in the initial bid.
10. By submitting a bid, Bidder 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. Bidders confirm that the prices in the bid/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 RFQ, 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:
 - a. Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
 - b. 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).
 - c. Telecommunications or video surveillance services provided by such entities or using such equipment.
 - d. 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 bid submission:

- a. 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.
- b. Any family or financial relationship with other bidders submitting bids. For example, if the bidder's father owns a company that is submitting another bid, the bidder must state this.
- c. Any other action that might be interpreted as potential conflict of interest.

Evaluation and Award Process:

1. Bids will be evaluated by IRI for compliance with administrative requirements, recent and relevant past performance and experience in performing of similar projects by the Bidder, technical capabilities and proposed technical approach, the qualifications of the personnel for the project, and price. 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 bids and reserves the right to make decisions based solely on the information provided with the initial bids. 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 were 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 bid 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 bid 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 Offeror based on the following evaluation factors:
 - a. **Technical evaluation, (including technical capabilities, proposed technical approach, and personnel qualifications) – 30 percent**
 - *Ability to comply with SOW-15percent*
 - *Research credentials/CV- 15 percent*

b. Past experience in performing similar projects – 30 percent

- *Experience conducting rigorous quality control checks on datasets for public opinion polls, particularly from developing countries- 30 percent*

c. Price – 40percent

IRI intends to evaluate Offerors' proposals in accordance with these factors and make an award to the responsible Offeror 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 **Eric Peterman, epeterman@iri.org** with the subject line **"IRI2023Global01o-CISR contractor"** by the deadline listed above.

IRI Obligations

Issuance of this RFQ does not constitute a contractual commitment on the part of IRI, nor does it commit IRI to pay for costs incurred in the preparation and submission of a bid.

Notice Listing Contract Clauses Incorporated by Reference

IRI is required to make the Bidder subject to the clauses of the prime award. The resulting agreement incorporates 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 Bidder is appropriate and applicable, references to "USAID" or "Department of State" shall be interpreted to mean "IRI", "Recipient" to mean "Contractor", and "Subrecipient" to mean "the Bidder". Included by reference are 2 C.F.R. 200 and USAID Standard Provisions for Non-US Non-governmental Organizations/US Department of State Standard Terms and Conditions.

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	Employment Period		Annual Salary ¹ U.S. Dollars
		Fro	To	

SPECIFIC EXPERT SERVICES

SERVICES PERFORMED/TITLE	CLIENTS NAME AND ADDRESS	Service Period		Units at	Daily/Hourly Rate ² In
		Fro	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.