

REQUEST FOR QUOTES

Procurement Number:	EURASIA2023BR14o
Open Date:	May 11, 2023
Questions Deadline:	May 16, 2023
Closing Deadline:	May 21, 2023
Geographical Area Restrictions:	110 & 937
Point of Contact:	Jolita Tamasauskaite jtamasauskaite@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 is seeking an individual with experience in providing consultations on political party development to conduct one-on-one, small group, or larger group consultations/trainings. IRI will partner with this individual to provide tailored trainings and consultations to IRI-identified participants. Specifically, as a result of this contract IRI will be able to provide tailored campaigning and communications trainings and consultations for IRI Belarusian political party partners.

Period of Performance:

June 1, 2023 – September 30, 2024.

Statement of Work:

IRI Lithuania is seeking bids from expert individuals in political consultancy services to conduct a series of one-on-one, small group and larger group consultations/trainings for participants identified by IRI. IRI intends to hire one professional consultant from its applicant pool.

There is one program area, political party development, for which bidders may apply. In a statement of intent, bidders shall clarify that they have relevant experience and conduct consultations on this specific subject.

Political party development:

- Political party building strategy and process:
 - Establishing regional and local branches,
 - Developing and maintaining a database of supporters,
 - Planning regular party conferences and meetings.
- Engagement and management of party volunteers.
- Creation of official election campaign strategies and tactics.
- Coordination of election campaigns:
 - Creating pre-election projects,
 - Developing a coordinated election campaign structure,
 - Managing use of resources,
 - Integrating technology into campaigns,
 - Budgeting,
 - Digitization of key political party operations.
- Political party digital and physical security.
- Incorporation of women and youth party programs.
- Communications:
 - Image building,
 - Strategic messaging,
 - Brand building,
 - Public speaking and outreach,
 - Messaging and developing talking points,
 - Online media and social networking, including informal video production.
- Best practices for conducting constituency, candidate, environment, and audience analysis and evaluation.

As a result of this contract, the winning bidder will:

- In consultation with IRI, design the training/consultation agenda, necessary materials, and curriculum in English;
- Provide an evaluation and report on participants' performance and the overall success of the training/consultation;
- Revise and adjust the agenda and other materials based on results and feedback from IRI and participants.

Trainings and consultations will take place over the course of several days. IRI may request the consultant travel abroad to meet with political party partners located outside of Lithuania.

To be considered bidders will need to demonstrate the following:

- Resides in or is available to travel to Lithuania, or has stable internet access.
- Has written and verbal proficiency in Russian and ability to understand and respond to questions posed in Russian; written and verbal proficiency in English and the ability to understand and respond to questions posed in English.
- Possesses at least 2 years of experience in political party development or another relevant field, or a master's degree in a relevant field.

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 two 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. 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 technical bids must contain Bidder's Taxpayer Identification Number.
5. Bids will not exceed 5 pages (not including cover page), using Times New Roman font, 1" margins.
6. Attachment requirements:
 - CV/Resume - in English proving relevant, sufficient experience and/or education to serve as a consultant for the program and as a trainer on political party development within that program;
 - Expert Service Rate Form provided at the end of this solicitation. IRI may contact previous clients and employers for professional references and compensation confirmation.
7. Statement of intent indicating bidder's relevant experience specifically with political party development;
8. Statement indicating ability to travel around Lithuania and abroad (whether the bidder can and, if yes, the number of days per week);
9. Bidder's contact and bank information;
10. Example of previous work that demonstrates expertise with political parties or a similar field and a reputation for conciseness and presentability. Work samples can include, but are not limited to: past training presentations, recordings of previous webinars, analytic papers and media articles;
11. Copy of a legal ID.

Price Bids must adhere to the following criteria:

IRI will not cover incidental costs incurred by the contractor. IRI will pay directly (to the hotel, airline, train, etc.) for all preapproved travel related expenses including transportation, lodging, and meals for the contractors' participation in IRI activities and events. If it is more feasible for the contractor to use his/her own vehicle for travel to an IRI event, IRI will reimburse the cost of the transportation to the contractor based upon the prescribed formulas used by the funder of the event, calculated according to the kilometers traveled and the type of vehicle used. The daily and hourly 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 hourly rates, as no other expenses

will be covered or reimbursed by IRI. Bids must be submitted in Euros, payments under any resulting contract will be made in this currency.

Unit	Unit Price
Hourly Rate	
Daily Rate	

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. 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.
10. 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.
11. 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](#)).
12. 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) – 40 percent
- b) Past performance and experience in performing similar projects – 35 percent
- e) Price – 25 percent

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 Jolita Tamasauskaite, jtamasauskaite@iri.org with the subject line **RFQ EURASIA2023BR14o – Political Consultant** 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 POINT OF CONTACT & TELEPHONE #	Employment Period (M/D/Y)		Annual Salary ¹ 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 ² In U.S. Dollars
		From	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.