

## REQUEST FOR PROPOSALS

<b>Procurement Number:</b>	CENTER2023GOV17o
<b>Open Date:</b>	September 14, 2023
<b>Questions Deadline:</b>	October 9, 2023
<b>Closing Deadline:</b>	October 9, 2023
<b>Geographical Area Restrictions:</b>	NA
<b>Point of Contact:</b>	Brittany Lauritzen, blauritzen@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.

To bolster data-driven, coordinated policy responses to kleptocracy and build political will for anti-corruption reforms in target countries, IRI will promote work with activists, journalists, and government officials in target countries to use evidence-based approaches to generate political incentives to achieving Beneficial Ownership Transparency (BOT) reforms.

To address gaps in understanding of BOT of key local stakeholders including political actors, civil society organizations (CSOs), journalists, and activists relating to advocacy, implementation, and monitoring of BOT reforms, IRI is seeking a Contractor to develop an innovative and comprehensive Roadmap to increasing national transparency of beneficial ownership. The Contractor should have advanced experience supporting BOT initiatives globally, in order to provide research and writing services to compile related international case studies, tools, and strategies.

### Period of Performance

Date of signature - December 15, 2023

### Statement of Work

To address identified gaps in understanding of BOT of key stakeholders including political actors, CSOs, journalists, and activists relating to advocacy, implementation, and monitoring of BOT reforms, the Contractor will develop an innovative and comprehensive Roadmap to increasing national transparency on beneficial ownership. To develop this tool, the Contractor will research, and compile related international case studies, tools, and

strategies. The Roadmap should serve as a one-stop shop for anti-corruption reformers, covering the entirety of the BOT cycle, from awareness raising and lobbying to implementation and data-based advocacy, and include major decision points and accompanying case studies. The Roadmap should also look into models of community-based beneficial ownership monitoring and tracking that could be emulated by activists in different countries and promote South to South learning.

Roadmap research will be supported by key informant interviews (KIIs)—led by IRI’s field offices—with political actors and civil society members in Malaysia, Mexico, and Albania, to identify country-specific and potentially common gaps in local actors’ understanding of financial transparency frameworks, registries, and regulations. The Contractor will support KIIs through developing an interview protocol document to be adapted and implemented by IRI in each country-context. The Contractor will work with IRI during the drafting process to develop Roadmap modules to align with the identified gaps in understanding in each country, which may include advocating for BOT reform, using available international and national data and standards for asset tracing, monitoring registry implementation, and improving collection of and access to BO information once registries are in place. Contractor should ensure Roadmap content is presented in an accessible, easy to understand way, accompanied by practical tips on how to turn BOT understanding into action and advocacy.

### Deliverables

The Contractor will be responsible for the development of the following deliverables:

#### **Deliverable 1. Works Cited List & Interview Protocol**

- i. To begin the research process, the Contractor will develop a comprehensive Works Cited document listing sources that will be drawn on during the BOT Roadmap development.
- ii. In order to assist IRI with conducting KIIs with local experts in Albania, Mexico, and Malaysia, the Contractor will develop an interview protocol document with specific questions to be posed that address gaps in existing research and resources on BOT. IRI will provide the Contractor with Interview Protocol examples from past projects. IRI will provide the Contractor with Interview Protocol examples from past projects.

#### **Deliverable 2. Roadmap Outline**

The Contractor will be responsible for submitting an outline of the full Roadmap for IRI review and approval before proceeding to a first draft of the Roadmap. The Outline should include a framework to incorporate Contractor research as well as findings from the KIIs in the three target countries.

#### **Deliverable 3. Roadmap Draft**

The Contractor will draft the Roadmap for initial review in order to allow edits or comments by IRI and revisions.

#### **Deliverable 4. Final Roadmap**

The Contractor will incorporate any edits or comments made by IRI during the reviewing phase. The Contractor will remain available during the period of performance as needed for multiple rounds of revisions to ensure the BOT Roadmap is finalized.

## 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. Legal registration for organization/or legal ID for individual.
6. Resume/CV listing experience performing similar projects for international, governmental, and/or nongovernmental organizations.
7. Proposals will not exceed 10 pages (not including cover page).
8. Writing sample of 5-10 pages in length which best demonstrates writing and research capabilities.
9. Proposals submitted by individuals must contain the attached Expert Service Rate Form

## 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. No reimbursement allowed.

### Fixed Price Contract

Deliverable	Unit Cost in USD
Deliverable 1: Works Cited List & Interview Protocol	Per deliverable
Deliverable 2: Roadmap Outline	Per deliverable
Deliverable 3: Roadmap Draft	Per deliverable
Deliverable 4: Final Roadmap	Per deliverable

## 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:

- a) Technical evaluation, (including technical capabilities, proposed technical approach, and personnel qualifications) – 30 percent
- b) Proven skills in research, writing, and critical analysis, based on examples of previous work–25 percent
- c) Past experience in performing similar projects – 25 percent
- e) Price – 20 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 Brittany Lauritzen; at [blauritzen@iri.org](mailto:blauritzen@iri.org) with the subject line "CENTER2023GOV17o BOT Roadmap Researcher" 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:

Must be signed if the proposal submitted by organization:

- 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 POINT OF CONTACT & TELEPHONE #	Employment Period <i>(M/D/Y)</i>		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 <i>(M/D/Y)</i>		Units at Rate	Daily/Hourly Rate <sup>2</sup> In U.S. Dollars
		From	To		
<b>CERTIFICATION:</b> 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.