

REQUEST FOR QUOTES

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| Procurement Number: | EURASIA2023G09o |
| Open Date: | December 5, 2023 |
| Questions Deadline: | December 20, 2023 |
| Closing Deadline: | February 14, 2024 |
| Geographical Area Restrictions: | 110, 937 |
| Point of Contact: | Jessica Heyer, Program Associate georgiaelection@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 work in Georgia supports the development of a multi-party political system in the country by assisting political parties in becoming more democratic and organizationally strong institutions. In order to achieve this, IRI will conduct an elections observation mission for the October 2024 elections. Therefore, IRI-Georgia is seeking to secure LTOs to contribute to the observation in multiple regions throughout the country during the election period.

Period of Performance:

July 2024 – October 2024

Statement of Work:

- Observe and assess key indicators of the electoral process.
- Maintain positive relationships with interlocutors in the assigned region, and distribute and seek feedback on IRI's public reports at the local level.
- Prior to Election Day, provide weekly assessments of electoral preparation and implementation, specifically readouts from meetings with pertinent government officials, political campaign representatives, civil society activists, and election stakeholders. Assessments should be emailed by the end of the week to the Election Observation Headquarters in Tbilisi.
- Prior to Election Day, provide observations of electoral preparations, such as the storage and transport of ballots, the set-up of polling centers (with an emphasis on

access for disabled voters), and other factors related to electoral preparation as directed by the Election Observation Headquarters in Tbilisi. These observations are to be included in the weekly written reports.

- On Election Day, identify any electoral violations (ballot fraud, manipulation of voting results and the use of bribery, coercion or violence) and provide a disincentive against such practices by their presence.
- On Election Day, document the general atmosphere at each polling station visited.
- On Election Day, assess the voting process and speak with willing election officials and voters to gauge such issues as how the Election Day has progressed, if there have been problems at voting locations, and types of problems encountered. In the event of excessive violations, LTOs will send Incident Reports to the Election Observation Command Center in Tbilisi containing specific information on the incident or violation.
- Anticipate potential problems, troubleshoot problems that arise, offer solutions, and actively take part in finding resolution.
- Adhere to the *Declaration of Principles for International Election Observation* and the *Code of Conduct for International Election Observers* in all aspects of activities.
- Assist with preparation of all statements and reports as requested.
- Serve as team leaders including managing all aspects of Short-Term Observer team activities, operations, logistics and security in their respective regions.

LTO Deliverables

- Weekly summary reports submitted to IRI Mission Director.
- Daily submission of photographs and/or media content including tweets, blogs, videos, or Instagram posts to IRI. Length of text submitted may vary from one sentence to 3-5 paragraphs depending on the medium.
- Verbal consultations to assist with development of a STO deployment strategy and briefing materials.

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. 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
 - 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. Ideal candidates will possess the following qualifications:
- Proof of ability to work and reside in Georgia (e.g., residency-valid passport)
 - Analytical and drafting skills in English
 - Cross-cultural and interpersonal skills
 - Availability for duration of required term
 - 5+ years of relevant work experience in election observation activities or related work experience
 - Demonstrated ability to work in difficult environment under stress

Price Bids must adhere to the following criteria:

IRI will pay directly (to the landlord, airline, train, etc.) for all preapproved accommodation and airfare expenses for the contractors' participation in IRI activities and events. IRI will also cover transportation, office supplies, and interpretation services for the duration of the contract. The daily and/or hourly rates submitted should, therefore, not include an assumption of costs incurred by the contractor for travel-related expenses. All other expenses, including meals and incidentals, should be included within the daily and/or hourly rates.

IRI will reimburse the LTO for taxi services should the contractor be required to make multiple trips to the airport because of cancelled flights on the way to Georgia. IRI will reimburse the contractor up to \$150 for such expenses.

| Unit | Unit Price |
|-------------|------------|
| Weekly 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) – 50 percent
 - i. *Demonstrated ability to work in difficult environment under stress in a leadership role – 20 percent.*
 - ii. *Analytical and drafting skills in English – 15 percent*
 - iii. *Cross-cultural and interpersonal skills – 15 percent*
 - b) Past performance and experience in performing similar projects – 20 percent
 - c) Availability for duration of required term – 20 percent
 - c) Price – 10 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 Jessica Heyer, at georgiaelection@iri.org with the subject line "EURASIA2023G09o- RFQ" 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 | Weekly |
|-------------------------------------|----------------|-------|--------|

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 | | |
| | | | | | |
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CERTIFICATION: To the best of my knowledge, the above facts as stated are true and correct.

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|-----------|------|
| Signature | Date |
|-----------|------|

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.

Questions:

1. Under "Technical Bid" number seven, it states that the ideal candidate must have proof of ability to work and reside in Georgia. Please confirm that only citizens of Georgia are eligible for the EOM positions.

This position is not restricted to Georgian citizens and is open to any nationality.

Only those who are specifically barred from living and working in Georgia will not be considered. In most cases, a valid passport will suffice as poof of ability to work and reside in Georgia.

2.The RFP states that the following geo codes are restricted: 110, 937? Are these geo codes relevant to potential applicants?

The values in the "Geo codes restricted" line are for internal use and do not impact the application process.

3. The RFP specifies that Long-Term Observers must be available during the four-month period of July to October? Can you be more specific about the duration of the contract, and also provide specifics about holidays and vacation?

IRI expects Long-Term Observers to deploy in mid-July and stay two to three days following the elections in October to support the finalization of observation findings.

This amounts to a total of 15 weeks (about 3 and a half months). This assumes a 40-to-50-hour work week depending on circumstances.

4. What is the current maximum daily rate?

The daily rate cannot exceed \$750.