

REQUEST FOR PROPOSALS

Procurement Number:	LAC2024MEX02
Open Date:	March 26, 2024
Questions Deadline:	April 1, 2024
Closing Deadline:	April 6, 2024
Geographical Area Restrictions:	N/A
Point of Contact:	Ximena Hilleprandt - xhilleprandt@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.

Before and during the 2024 Mexico elections, IRI will support an established multisectoral electoral coalition to produce more robust electoral monitoring reports, more effectively communicate their results, and engage youth in election monitoring and observation. In the post-electoral period, IRI will work in Guanajuato, Nuevo Leon, Coahuila, and Mexico City. The contractors will increase youth civic engagement in monitoring the electoral process.

Eligibility:

- Based in Mexico
- Experience working with international organizations.
- Experience supporting citizens to engage in civic and/or electoral processes

Period of Performance

Six (6) months from date of signature

Statement of Work

The contracts will seek to work with civil society organizations (CSOs) to increase the level of civic engagement by youth and civil society by recruiting and training monitors for the country's electoral process in one of five target areas in Mexico: Guanajuato State, Nuevo Leon State, Coahuila State (Saltillo or Torreon), and Mexico City. (Contractors should specify the state/municipality in which they will work)

CSOs will complete the following services and accompanying deliverables:

1. Contextual Analysis: Complete a contextual analysis for the target region to identify strategic partnerships with civil society organizations, business chambers, and universities for recruitment of electoral monitors. The analysis should include:
 - a. A map of key stakeholders, including government officials, civil society organizations, business chambers, and universities.
 - b. An analysis of the local context under the electoral process, challenges and opportunities for civic engagement.

Deliverable: Report (1) of 5-10 pages including map of key stakeholders and analysis of local electoral context including challenges and opportunities for civic engagement.

2. Communications Strategy for Monitor Recruitment: Develop and implement a communication strategy to raise awareness of the importance of youth and local civil society engagement in electoral monitoring. This strategy should be submitted for IRI approval before implementation. The strategy will include the following elements:
 - a. Analysis of communications platforms that will be used
 - b. Identification of the target audience in target region (including youth from sectors such as universities, private sector, and/or civil society)
 - c. Key message

Deliverable: Report (1) of 5-10 pages including analysis of communications platforms, identification of target audience (including youth) from the target region, and key message.

3. Recruitment and Training for Monitors: The CSOs will conduct trainings, workshops, and engagement activities on the importance of youth civic engagement to promote youth participation in the monitoring of the integrity of the electoral process between April and May (terminating before the elections on June 2, 2024). The process should include the registration of electoral monitors and/or observers through:(1) the National Agreement for Electoral Integrity platform (ANIE) platform (monitors) and/or (2) the National Electoral Institute (INE) platform (observers). The CSOs should use publicly available training materials developed by ANIE and INE as appropriate. The CSOs will provide a report detailing these activities including participants list, discussion topics, and individuals registered as monitors or observers. This will include:
 - a. Activities in at least three different communities or sectors of target state
 - b. A minimum of 120 individuals participate in training or engagement activities; a target of 20 participants should register and participate as monitors and/or observers

Deliverable: Report (1) of 10-15 pages which describes youth engagement activities in at least three states (including copy of activity agendas with discussion topics, participant list with names, contact and demographic details of participants) and an initial list of participants registered as monitors or observers (name, contact details, electoral district assigned if available)

4. Pre-Electoral Analysis: The deliverable will be a report of 5-10 pages to include an analysis of the following:
 - a. The results of the communication strategy (total reach and engagement metrics, discussion of challenges and successes)
 - b. The results of the monitor recruitment and training activities (total participants, total monitors registered by electoral district, discussion of challenges and successes)
 - c. A brief summary of initial follow up communications with monitors during the pre-electoral period up to the submission of the report (no later than May 15, 2024).

5. Follow up with monitors and observers and Post-Electoral Analysis: The deliverable will be a final report of 10-15 pages which should include the following:
 - a. Results of follow up with registered long-term monitors as conducted throughout the electoral monitoring period, including follow-up during immediate post-electoral period (June and July 2024) for monitoring of electoral irregularities and challenges (including summary of communications, success stories, challenges and lessons learned from the process)
 - b. Results of follow up communications with election day observers, including their reflections on their experience and informal observations summary (including summary of communications, success stories, challenges and lessons learned from the process)

Deliverables should include:

1. Contextual Analysis Report
2. Communication Strategy Design Report
3. Recruitment and Training for Monitors Activity Report
4. Pre-Electoral Analysis Report
5. Final Report

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 10 pages, 12-point font in Times New Roman. In addition to all required documents, include:
 - Describe approach to the scope of work
 - A timeline for the activities listed in the scope of work and illustrative target municipalities, communities, and sectors within one of target states
 - Example of previous work related to engaging in civic and/or electoral processes including: recruiting youth, civic or electoral education, and/or work with civil society and private sector
 - Curriculum vitae (CV) of qualified personnel
6. All bids must include contact information for a representative able to clarify bid details.

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 MXN payments under any resulting contract will be made in this currency.

Service/Deliverable	Unit Cost	Number of Units	Total
Service: Contextual Analysis Deliverable: Report of 5-10 pages including map of key stakeholders and analysis of local electoral context including challenges and opportunities for civic engagement		1	
Service: Communication Strategy Design Deliverable: Report of 5-10 pages including analysis of communications platforms, identification of target audience (including youth) from the target region, and key message.		1	
Service: Recruitment and Training of monitors Deliverable:		1	

<p>Report of 10-15 pages which describes youth engagement activities in at least three states (including copy of activity agendas with discussion topics, participant list with names, contact and demographic details of participants) and an initial list of participants registered as monitors or observers (name, contact details, electoral district assigned if available)</p>			
<p>Service: Pre-electoral analysis</p> <p>Deliverable: Report of 5-10 pages which includes (a) The results of the communication strategy (total reach and engagement metrics, discussion of challenges and successes) and (b) The results of the monitor recruitment and training activities (total participants, total monitors registered by electoral district, discussion of challenges and successes) and (c) A brief summary of initial follow up communications with monitors during the pre-electoral period up to the submission of the report (no later than May 15, 2024).</p>		1	
<p>Service: Follow up with monitors and observers and Post-electoral analysis</p> <p>Deliverable: Report of 5-10 pages which includes (a) Results of follow up with registered long-term monitors as conducted throughout the electoral monitoring period including post-electoral monitoring (including summary of communications, success stories, challenges and lessons learned</p>		1	

from the process) and (b). Results of follow up communications with election day observers, including their reflections on their experience and informal observations summary (including summary of communications, success stories, challenges and lessons learned from the process)			
Total			

No reimbursements allowed. For a fixed price contract

Bids must be presented in local currency (Mexican pesos, MXN).

Cost applications for Mexico City and Nuevo Leon State must not exceed \$234,915 MXN each. Cost applications for Guanajuato State and Coahuila State (including the municipalities of Ttorreon and Saltillo) must not exceed \$201,356 MXN each. The specific details are listed below.

- \$201,356 MXN – Municipality of Ttorreon, Coahuila
- \$201,356 MXN – Municipality of Saltillo, Coahuila
- \$201,356 MXN – Guanajuato State
- \$234,915 MXN - Mexico City
- \$234,915 MXN - Nuevo Leon State

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:

Technical evaluation, (including technical capabilities, proposed technical approach, and personnel qualifications)	50
Past experience in performing similar projects	25
Price	25
Total	100

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 Ximena Hilleprandt at xhilleprandt@iri.org with the subject line "RFP LAC2024MEX02" 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: _____