

REQUEST FOR PROPOSALS

Procurement Number:	EUROPE2024BiH10o
Open Date:	September 25, 2024
Questions Deadline:	October 4, 2024
Closing Deadline:	October 14, 2024
Decision Date:	
Geographical Area Restrictions:	N/A
Point of Contact:	Anesa Omanovic aomanovic@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.

The Western Balkans Task Force is an IRI-supported network of journalists, academics, and civil-society members conducting cutting-edge research on the most pressing issues facing the Western Balkans. IRI seeks to procure expert services from within the Western Balkans Task Force in the Western Balkans (Albania, BiH, Kosovo, Montenegro, North Macedonia or Serbia) to create actionable policy proposals to address issues related to malign foreign influence, far-right extremism, anti-corruption. Advisory services provided may include, but are not limited to, focusing on the following issues: assisting governments in the development of security or anti-corruption policies, and/or revising and expanding legislation that advance principles related to the EU accession process. Upon the conclusion of services, target institutions are expected to take into consideration advice provided for policy proposals developed and incorporate them in legislation, strategy, action plans, and other similar official documents.

IRI expects to procure at least one advisory service per target country, but depending on proposals received, it could include more than one service per country if proposals address different issues and there is funding availability.

Period of Performance

Date of signature until June 20, 2025

Statement of Work

IRI seeks advisory services for target governments to create an actionable policy proposal in one of these six target countries in the Western Balkans (Albania, BiH, Kosovo, Montenegro, North Macedonia or Serbia) to address issues related to one of these three:

- 1) malign foreign influence
- 2) far-right extremism
- 3) anti-corruption

The advisory services will include the development of a draft policy proposal. Bidders should propose only one country in which they can provide these services, based on the list above. The methodology to develop the proposal must consist of conducting in-depth research on the issue and stakeholder mapping. The finalization of policy proposal will be followed by engagement of stakeholders according to developed mapping. To this end, the Contractor will:

1. Conduct in depth research: primary and secondary
 - o In-depth primary research needs to include:
 - Developing of an interview guide with focused questions to explore the issue, implementation challenges, and potential solutions.
 - Conducting interviews with at least 4 key stakeholders to gather direct insights and perspectives.
 - Documenting and analyzing interview responses to extract actionable insights for the policy proposal.
 - o In-depth secondary research needs to include:
 - Reviewing and analyzing existing legislation, literature, policy documents, and reports related to the issue.
 - Evaluating past policy initiatives and their outcomes to identify best practices and challenges.
 - Identifying and assessing relevant case studies or examples from other Western Balkan countries or EU to draw useful comparisons.
 - Summarizing key findings in a clear and structured format to guide the development of the policy proposal.
2. Develop stakeholder mapping that will include:
 - o Identifying stakeholders, including policy makers, government officials, civil society organizations, media representatives, academic experts, private sector actors, and international partners.
 - o Categorizing stakeholders by classifying them based on their impact and interest in the issue. Determine which stakeholders are likely to support the policy.

- Developing an engagement strategy by creating key messages and selecting appropriate channels for outreach. Set a schedule for stakeholder interactions to ensure consistent and effective communication.
3. Draft policy proposal that includes findings from desk-research, conducted interviews and developed stakeholder mapping. The draft policy should be a document should be word file, between 10 and 15 pages, Times New Roman 12, 1.5 spacing. IRI will provide feedback and relevant changes to the document if necessary. The draft policy will be submitted to IRI for review.
 4. After IRI's review, submit a final policy proposal to IRI in English and local language. The document should be word file, between 10 and 15 pages, Times New Roman 12, 1.5 spacing. IRI will provide feedback and relevant changes to the document if necessary.
 5. After review and approval of the final policy proposal, Contractor will conduct stakeholder engagement activity according to previously approved stakeholder mapping. During the process, IRI will provide assistance in scheduling at least 5 engagement meetings (online or in-person) with identified stakeholders. For online meetings, IRI will schedule and host meetings via Zoom with identified stakeholders. For in-person events, IRI will cover costs of venue, AV, catering and etc. Both online and in-person meetings are expected to last up to 3 hours. IRI will also provide guidance in navigating the course of engagement meetings and reevaluate the necessity for additional consultations with stakeholders aiming to initiate policy adoption

Technical Proposals

All proposals 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 Offeror (and electronic address if available);
3. Names, titles, and telephone and facsimile numbers, and electronic addresses of persons authorized to negotiate and act on the Offeror's behalf with IRI in connection with this RFP and the resulting contract award.
4. Name, title, and signature of person authorized to sign the proposal. Proposals signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office.
5. Offerors shall provide a list of at least three previously executed contracts of a similar nature for the last three years along with the contact details. IRI may contact the firm as reference check.
6. If the Offeror 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 proposals must contain Offeror's Taxpayer Identification Number.
7. Proposals will not exceed 5 pages (not including cover page).

Price Proposals

Price proposal must include the following criteria:

Offerors must propose a firm-fixed Unit Price for each of the deliverables identified below and in the format of the table below. The Offeror’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 an Offeror 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.

Unit/Deliverable	Unit Price	Number of Units	Total
Unit/Deliverable	Unit Price	Number of Units	Total
Draft of policy proposal document: <ul style="list-style-type: none"> ○ In-depth research: primary and secondary ○ Stakeholder mapping 			
Final policy proposal document			
Stakeholder engagement			

- In addition, please include the assumptions on how you arrived at the price per deliverable, including: labor category /title of bidder; number of labor hours, rates and total cost per category/deliverable; level of Education, number of years of experience; number of hours/day per labor category and price per hour, other costs associated with the deliverable (if applicable).

Use the format below for each deliverable.

Deliverable 1 – Draft of Policy Proposal Document

Deliverable 1					Unit Price
Labor Category/Title	Education	# of Years of Experience	Rate	# Of Hrs.	

*The basis of proposed labor hours must be inclusive of the full production of each deliverable, including labor for any learning curve applications.

No reimbursement allowed

All proposals submitted to IRI must include:

- Offerors shall provide a list of up to three previously executed contracts of a similar nature for the last three years along with the contact details. IRI may contact the provided references
- Proposals will not exceed 5 pages (not including cover page) and will include the following:
 - a. Background and issue identification.
 - b. Key Stakeholders.
 - c. Task Force members who will be engaged in developing policy proposal
 - d. Other: include anything else you think may be relevant

Evaluation and Award Process

1. IRI may contact any Offeror for clarification or additional information, but Offerors 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 Offerors prior to award of a contract, and may at its sole discretion elect to issue contracts to one or more Offerors.
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 Offeror 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 Offeror whose proposal is fully responsive to the requirements of this RFP, and whose overall price is the lowest.

or

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) – 45 percent
 - Specific criterion 1*
 - Specific criterion 2*
 - Specific criterion 3*
- b) Past performance and experience in performing similar projects – 20 percent
- c) Price – 35 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

Quotes must be submitted via email to Anesa Omanovic, at aomanovic@iri.org with the subject line "RFP EUROPE2024BiH10o".

RFP Terms and Conditions

1. Prospective Offerors 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. Proposals must be submitted in English.
4. Payment will be made upon receipt of invoices and deliverables/services.
5. 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.
6. The Offeror's initial proposal should contain the Offeror's best offer.
7. IRI reserves the right to make multiple awards or partial awards if, after considering administrative burden, it is in IRI's best interest to do so.
8. Discussions with Offerors following the receipt of a proposal do not constitute a rejection or counteroffer by IRI.
9. 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.
10. Any samples submitted by Offerors will not be returned to Offerors.

11. 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.
12. For any currency conversion, the exchange rate to US Dollars listed on oanda.com on the closing date of this solicitation shall be used.
13. 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.
14. 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 Offeror or competitor for the purpose of restricting competition.
15. 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](#)).
16. Offerors agree to disclose as part of the proposal submission:
 - Any close, familial, or financial relationships with IRI staff and agents. For example, the Offeror must disclose if an Offeror's mother conducts volunteer trainings for IRI.
 - Any family or financial relationship with other Offerors submitting proposals. For example, if the Offeror's father owns a company that is submitting another proposal, the Offeror 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 subcontractor subject to the clauses of the prime award. This subcontract 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 subcontractor is appropriate and applicable, references to “USAID/Department of State” shall be interpreted to mean “IRI”, “Recipient” to mean “Contractor”, and “Subrecipient” to mean “lower-tier subrecipients”. Included by reference are 2 CFR 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 quotation.

Required Certifications

The following certificates need to be signed by all Offerors. 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:

- Narcotics offenses and drug trafficking- key individual certification
- Certification regarding debarment, suspension, ineligibility and voluntary exclusion lower tier covered transactions
- Lobbying disclosure
- Authorized Individuals

**NARCOTICS OFFENSES AND DRUG TRAFFICKING- KEY INDIVIDUAL
CERTIFICATION**

I hereby certify that within the last ten years:

1. I have not been convicted of a violation of, or a conspiracy to violate, any law or regulation of the United States or any other country concerning narcotic or psychotropic drugs or other controlled substances.
2. I am not and have not been an illicit trafficker in any such drug or controlled substance.
3. I am not and have not been a knowing assistor, abettor, conspirator, or colluder with others in the illicit trafficking in any such drug or substance.

Signature: _____

Date: _____

Name: _____

Title/Position: _____

Entity Name: _____

Address: _____

Date of Birth: _____

NOTICE:

1. You are required to sign this Certification under the provisions of 22 CFR Part 140, Prohibition on Assistance to Drug Traffickers. These regulations were issued by the Department of State and require that certain key individuals of organizations must sign this Certification.
2. If you make a false Certification you are subject to U.S. criminal prosecution under 18 U.S.C. 1001.

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: _____

CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal Cooperative Agreement, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned must complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
3. The undersigned must require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients must certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification will be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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: _____