

## REQUEST FOR PROPOSALS

<b>Procurement Number:</b>	EURASIA2024MO10o
<b>Open Date:</b>	10/03/2024
<b>Questions Deadline:</b>	10/10/2024
<b>Closing Deadline:</b>	10/21/2024
<b>Geographical Area Restrictions:</b>	935
<b>Point of Contact:</b>	Eric Peterman, CISR Administrator <a href="mailto:epeterman@iri.org">epeterman@iri.org</a>

### 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.

I IRI's work in Moldova is geared toward developing the capacity of political parties—with specific focus on internal structures and processes, financial compliance and outreach to voters. IRI's programming seeks to strengthen the ability political leaders to organize themselves and effectively communicate and represent the Moldovan citizens.

A key component of this work is regular polling that IRI conducts in order to gauge public sentiment and in turn inform political parties and lock stakeholders on issues relevant to constituents. Polling and data consultants are important players in ensuring this data is of high quality and relevance.

### Period of Performance

November 1, 2024 – October 30, 2025, with an option to extend up to one additional year.

### Statement of Work

#### **Moldova Polls Data Processing and Analysis**

The Contractor shall provide data security support, data quality oversight, data aggregation and analysis, and/or oral presentations for two national polls of Moldova. The polls will be a national survey of n=1,200, but IRI may also request a n=400 oversample of either residents of Chisinau or of youth aged 18-35. IRI's preference will be for CAPI, but may request CATI depending on the security situation. The contract may be extended one additional year.

In conjunction with IRI, the bidder should perform the following for each survey:

- Review survey questionnaire to ensure it meets international best practices for survey research.
- Review sample plan/sample draw submitted by IRI's survey research partner to ensure its accuracy, usage of most recent national population statistics, and best practices for survey sampling.
- Provide strategic consultation to in-country survey partner on sampling, survey research methods, and survey delivery protocol.
- Provide methodological supervision of and consultation with the data collection contractor as needed in order to ensure a high standard of data quality.
- Have access to and configure an external server based outside of Moldova to which IRI Moldova's data collection vendor can directly upload individual completed interview cases.
  - In the case of CAPI/CATI data collection, cases will be directly uploaded from the local data collector's data collection software.
  - In the case of PAPI data collection, cases will be first digitized by the local data collector before the digital records are shared with the consultant.
- Undertake all data processing and cleaning within 5 days of receiving all interview cases from the local data collector, including:
  - Development and implementation of a coding scheme for all open-ended questions. The bidder shall supply data to IRI as a clean, fully labeled in English SPSS "\*.sav" file with a complete data dictionary of variable names and value labels. String is only allowable for open-ended responses without precodes; note that the top 10 responses will need to be coded for such cases. There shall be one data record for each respondent and records shall be of fixed length.
  - The bidder shall be responsible for deriving and applying any post-stratification weights required to bring the sample into conformity with the demographic profile of the population at the very least for gender and age groups, as well as any additional weighting factors required to correct for disproportionate allocation, if used. Ideally, IRI would want education groups included in weights, and if available demographic data allows it, those without formal education will be assigned a separate code from those with at least some primary education. If demographic weights fall below 0.3 or above 3.0, this must be discussed in writing with IRI before the weight is applied. IRI has strict upper limits on post-weighting and requires unweighted samples already generally matching the population's rough gender and age distribution. For example, an unweighted sample of 65% male and 35% female would not be accepted, even if corrected with post-weights, unless the potential for this skew is already disclosed in the proposal.
  - If there is an oversample, the dataset will have two weights: one to bring oversamples down to their national proportion, and one to allow for independent analysis of all cases in Chisinau or among youth aged 18-35, whichever oversample is used.

- Each record shall include a unique respondent ID number, interviewer ID number, interview duration, Sampling Point ID number for PAPI/CAPI, any geographic units used in the sample design, landline versus mobile phone for CATI, interview start and end times, date of interview, GPS coordinates if using CAPI devices capable of capturing this data, and interview language if there is more than one. All date and time variables should be in an SPSS-compatible DateTime format. IRI prefers the duration variable to be a net duration that filters out any time spent outside of the interview if it was interrupted after it began. If possible, a variable should also be included that indicates whether each interview was interrupted or rescheduled after it was started. Each record shall include demographic information about the respondent, including: gender, exact age, and education level.
- In addition to data preparation, the bidder will be responsible for reviewing the data for quality issues, including but not limited to sample representativeness, unexplained shifts in opinion compared to previously collected data, any suspicious interviewer-level trends in the data, illogical interview timestamps, etc.
- When delivering data for each survey, the contractor shall contribute to the Technical Report (put together by the Data Collector) the following: (a) A complete explanation of the weighting scheme including details of how weighting factors were developed and applied, as well as the demographic data on which weights were based (i.e. age, gender, and education distributions in the population) (b) an explanation of any cases that were removed from the dataset for quality issues and reasons why, and (c) any abnormalities encountered during data QC, including but not limited to: suspicious patterns by interviewer ID (e.g. usually fast completion rates), for CAPI GPS coordinates not matching the selected sampling point, potential contradictions (e.g. respondents who rate a certain politician as highly untrustworthy yet definitely plan on voting for this person), significant data changes of indicators since the previous poll etc.
- Prepare a PowerPoint presentation for each poll providing general analysis and a two-page overview of the results. The presentations must be prepared in English using the IRI polling presentation template that will be provided by IRI, with additional slides produced on request with the most relevant crosstab data from the survey. An example of this template can be seen on [IRI's website](#). Presentations will generally consist of 100-120 slides for face-to-face polling, with presentations consisting of approximately 40-60 slides for phone polling due to the shorter questionnaire. The overview of the results will focus on information that is politically applicable, note trends and/or reversals in public opinion and include cross-tabulations of data as appropriate;
- Present the polling data to stakeholders in Moldova in the form of consultations with IRI and other select groups as indicated by IRI. It is IRI's preference that presentations be delivered in Romanian or Russian, but accommodations can be made for translation provided other bid elements are strong. Briefings take place over 3-5 days and may involve one trip to Moldova. Bidders should indicate whether they are available to travel for briefings or only available for virtual briefings.

The Contractor shall be expected to provide the following deliverables for each poll conducted:

1. Submit comments on the English questionnaire and translations, and on sampling plan prior to fieldwork;
2. A clean, fully labeled (in English) SPSS “\*.sav” file with aggregated responses and a complete data dictionary of variable names and value labels, and all data review checks completed, to be provided within 5 days of receiving all interview cases.
3. A complete explanation of the weighting scheme and quality control case removals added to the data collector technical report, to be provided within 5 days of receiving all interview cases.
4. One PowerPoint presentation in the English language within five (5) days of IRI approval of the data set.

As the respondent data is collected and aggregated, the Contractor will work in tandem with the on-the-ground data collection firm in order to ensure data security and perform data quality control. Communication with the data collection vendor can be conducted in English.

Within their bid proposals, bidders shall clarify which components of the scope of work they are able to effectively complete. If bidders have questions or proposed alterations about specific elements of the scope of work, please contact Eric Peterman (epeterman@iri.org).

### **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 (not including cover page).
6. Proposals must contain the following:
  - List quantitative analysis projects you conducted with similar specifications (similar to national polls outlined above, including phone and face-to-face polling)
  - List experience with Moldova and/or Eurasia research, if any

- State if you are to comply with all requirements listed on this SOW without alterations. If any proposed alterations, explain.
- Describe SPSS and Microsoft PPT experience
- Describe experience giving oral presentations on poll data, particularly for government and political party audiences
- Describe anticipated challenges if any
- Describe proposed approach to work with the data collection vendor to ensure data security and data quality. For bidders outside of Eurasia, describe planned approach to set up the external server.
- Include three references
- Bidders should indicate their language fluency in English, Romanian, or Russian.

**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.

CAPI/PAPI Pricing table:

<b>Unit/Deliverable</b>	<b>CAPI/PAPI National Poll (n=1,200)</b>	<b>CAPI/PAPI National Poll (n=1,200) + regional or demographic oversample (n=400)</b>
Submission of comments on the English questionnaire and translations, and on the sampling plan		
Cleaned SPSS file with weights applied and contribution to technical report		
Written presentation in PowerPoint format (in English) with two-page summary of key results		

CATI Pricing table:

<b>Unit/Deliverable</b>	<b>CATI National Poll (n=1,200)</b>	<b>CATI National Poll (n=1,200) + regional or demographic oversample (n=400)</b>
Submission of comments on the English questionnaire and translations, and on the sampling plan		

Cleaned SPSS file with weights applied and contribution to technical report		
Written presentation in PowerPoint format (in English) with two-page summary of key results		

Price of presentations per poll:

Unit/Deliverable	Unit Price	Number of Units	Total Price
<del>1 trip for 3-5 days of</del> in-person presentations of polling data in Chisinau, including costs for travel = <u>1 trip for 3-5 days of</u>		1	
Oral presentations of polling data in virtual format, requiring no travel		10	

### 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) – 40 percent.
  - *Proposed technical approach to work with data collection team to ensure data integrity and oversight – 20 percent*
  - *Ability to fulfill multiple areas of need in Scope of Work – 20 percent*
  - *Proposed timeline (including length and feasibility) – 10 percent.*
- b) Past experience in performing similar projects – 35 Percent
  - *Relevant experience in politically-focused or relevant quantitative public opinion data analysis in Moldova and/or the Eurasia region as demonstrated by CV and list of past projects – 25 Percent*
  - *Past Experience conducting polling presentations to high-level stakeholders - 10 Percent*
- c) Price – 25 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 Eric Peterman, at [epeterman@iri.org](mailto:epeterman@iri.org) with the subject line "EURASIA2024M0010o -RFP" 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. If IRI continues to require the goods and services and the price remains reasonable and within market norms, the resulting contract may be renewed each year for up to 5 years with 30 days' notice to the Contractor. Bidder must establish any price increase for each renewal year in the initial bid.
13. 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](#)).
14. 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: \_\_\_\_\_