**INTERNATIONAL REPUBLICAN INSTITUTE**

**QUESTIONS AND ANSWERS AS OF**

**RFQ IRI202501o - Expert Consulting and Professional Services**

[Last updated: 30 May 2025]

1. *Page 3, section e. requires Tax Documentation, stating “Your submission should include your Taxpayer Identification Number if you are either a: (a) U.S. citizen; or (b) a foreign organization/resident which has income effectively connected with the conduct of activities in the United States.” There is no clear place to include this in the application template and I don’t feel comfortable sending it to an email address with unknown accessibility.*
	1. *Can IRI confirm that this sensitive information does not need to be submitted at this time?*
	2. *Or can IRI provide a secure means to submit this information?*

**Answer**: Yes, a TIN or EIN is required for US citizens or those individuals and organizations with activities in the United States. It is important that IRI assesses the tax status of all offerors at the time of application. You can put this information in your capabilities statement, cover letter, or CV/resume, so long as it is clearly identifiable.

**Offerors uncomfortable with submitting their application via email may instead do so via IRI’s secure submission portal:** [**https://iri.global/solicitations**](https://iri.global/solicitations). Submissions submitted via the portal are routed internally on IRI’s servers and reviewed by authorized personnel only. Files submitted via this form are stored temporarily and must be downloaded by IRI staff within 14 days. Please do not use this form for long-term storage or general correspondence.

1. *The RFQ states: “Consultants must maintain their own personal and professional liability insurance coverage.” Will IRI provide separate medical/emergency evacuation insurance (e.g. ISOS) for specific war torn or dangerous countries like Ukraine, South Sudan, etc? Or not?*

**Answer**: IRI may offer limited emergency travel-related insurance coverage for independent contractors. However, contractors would be responsible for their own insurance coverage in general. Specific coverage could be discussed based on the location of international travel.

1. ***Cover Letter:***
	* *Can you please provide Word versions of Section 3 (Cover Letter) and Section 4 (Official Quotation and Rate Card)?*
	* *The RFQ requires a cover letter that includes information on experience with areas bidded on, but the required cover letter template does not have a section for including this information. Is it acceptable to simply add language detailing relevant experience to this template?*
	* Do I need to compose a traditional cover letter (with detailed explanations of my motivations and relevant experiences) or I simply need to complete and sign the cover letter provided in section 3?

**Answer**: IRI has attached Word versions of the Cover Letter and Official Quotation and Rate card to this Q&A. Feel free to use this template or create your own. You can edit the cover letter as you would like.

1. **Statements of Intent and Capabilities**

***(a)*** *In Section 5 (Offer Checklist), you reference a “Completed Capabilities Statement” and say that is Section 5 also. Can you please clarify? And also, do you have a template for the “Completed Capabilities Statement”? You mention a Statement of Intent also, but that is not listed in the Checklist or in the RFQ as a template? Maybe you want that in Section 4? Or maybe in the resume?*

***(b)*** *Page 6 states "In a statement of intent, offerors shall clarify in which of the subject areas/programming that the bidder has relevant experience and/or education". On page 11 in Section 5: Offer Checklist there is reference to a "Completed Capabilities Statements". Can IRI please confirm if the statement of intent and capabilities statements are the same thing? Can IRI also please clarify if there is a preferred format for the capabilities statements?*

***(c)*** *Page 11 references "Completed Capabilities Statements (Section 5), however no instructions for the Capabilities Statements are included in Section 5, as it is the "Offer Checklist". Can IRI clarify if there are additional specific instructions for the capabilities statements that should be included in Section 5 of the RFQ, and if so please provide them?*

***(d)*** *As a global senior level democracy and governance professional, I am highly qualified for at least 30 (out of 34) of your listed program areas. Given that my resume and/or capabilities statement would need to be extremely long to document, is there an option to submit an offer as a general global senior level consultant whose capabilities include almost all program areas?*

***(e)*** *The checklist at the end mentioned a "Completed Capabilities Statements." Is this different from the rate card and additional questions (language, travel, etc.)? Or is there another document to fill out?*

**Answer**: To clarify the requirements for statements of intent and capabilities, IRI is seeking two related but distinct components from offerors:

1. *Statement of Intent:* Please indicate which subject areas from Section 2's list of 34 program areas match your interests, education, and/or experience. You may include additional related areas not listed.
2. *Capabilities Statement:* Provide a brief narrative describing your qualifications and experience in the subject areas you identified in your statement of intent. Include examples of past work or relevant achievements that demonstrate your expertise in those areas.

There is no specific template or format for either statement. The statements can be included in your cover letter or submitted as a separate document. They can be combined and/or formatted as you see fit to best present your qualifications. The key requirements are clearly identifying your areas of interest (statement of intent) and demonstrating your capabilities in those areas (capabilities statement). If you have expertise in several areas, please indicate in your response which categories and list some examples in the capabilities statement. A representative sampling would be sufficient – you do not need to list capabilities for all areas at this time.

1. *Are you seeking an offer in one document, or multiple documents?*

**Answer**: That is up to the offeror. You may submit the required information as one document or as multiple documents.

1. *P****roposed Approach and Training Methodologies***
	* *Pages 3 and 4 include the Evaluation Methodology. [Section 8 – Evaluation and award] includes a subcriteria of "Proposed approach and training methodologies." (i) Can IRI confirm if this should be included in the capabilities statements? And (ii) Can IRI provide further information on what level of detail is required for this subcriteria?*
	* *In the evaluation section, the RFQ mentions needing information on "approach and training methodologies." These sections are not mentioned elsewhere in the RFQ or in the rate information and cover letter templates. Can you please clarify whether this information is explicitly needed and, if so, what it should look like?*

**Answer**: Yes, this should be included in your capability statement if relevant. IRI is interested in understanding the breadth of an offeror’s training and facilitation skills, flexibility, and cultural competency in training delivery. A brief paragraph or bulleted summary highlighting your key training approaches and any specialized techniques you use would be sufficient. This helps us assess how your experience and approaches aligns with IRI's programming needs. This does not have to be detailed and can be included in the capabilities statement.

1. *Experience and References includes a sub-criteria of "Multimedia presentation skills." Can IRI clarify how this will be evaluated and if this information should be included in the submitted CV/Resume or in the capabilities statements?*

**Answer**: This information can be included in either your CV/Resume or capabilities statement. Given that selected consultants will serve as trainers and facilitators who "execute programming events" and "develop materials" across IRI programming, strong multimedia presentation skills are essential for effective knowledge transfer and audience engagement. IRI is particularly interested in the offeror’s ability to create and deliver compelling, resonant, and culturally appropriate training and facilitation.

As this comprises 10% of the Experience and References evaluation, we recommend providing specific examples of capabilities, such as experience in creating engaging presentations, workshops designs, or digital training materials, familiarity with multimedia tools beyond MS Office, or examples of presentations delivered. A brief description of 2-3 relevant examples or a summary of your multimedia capabilities would be sufficient to demonstrate this competency.

1. *Price Evaluation includes a sub-criteria that "Mathematical errors will be corrected (unit price prevails over total; written amounts prevail over numerals)." Can IRI clarify how this applies, offerors are only required to submit rate cards at this time, without detailed calculations?*

**Answer**: This provision is a standard safeguard that applies even to rate card submissions. It establishes the hierarchy for resolving any discrepancies between different representations of the same rate. Specifically:

* **Unit price prevails over total:** If an offeror provides both a daily rate and calculates an extended total (e.g., for a multi-day assignment), and there's a mathematical discrepancy, the stated daily rate takes precedence over the calculated total.
* **Written amounts prevail over numerals:** If there's a difference between a numeric entry (e.g., "$1,000") and a spelled-out amount (e.g., "one thousand dollars"), the spelled-out version takes precedence.
1. In the SOW, IRI mentions that it is looking for trainers as well as facilitators and consultants. Is training experience on the topic an expectation/requirement for all areas of expertise on which offerors may bid?
* While IRI’s programming frequently centers on the deployment of expert trainers, **training experience on a topic is not a expectation or requirement** for all areas of expertise included in this solicitation. We value deep technical knowledge and practical experience in relevant fields, understanding that outstanding practitioners may not necessarily have formal training backgrounds.

For roles emphasizing consultation and technical assistance, we prioritize demonstrated expertise, successful project implementation, and the ability to provide strategic guidance. IRI may also pair technical experts with experienced trainers when project needs require it. That said, for taskings specifically designated as ‘trainer’ roles, some experience in knowledge transfer, capacity building, or adult learning methodologies would be advantageous. However, this can take many forms beyond formal training experience, including mentoring, coaching, workshop facilitation, conference presentations, or academic instruction.

1. How should we address experience beyond the CV in a separate Capabilities Statement? Would you like evidence in terms of dates, trainings, time worked for each of the specific expertise areas?

**Answer:**

A capability statement may expand on relevant experience that is not fully captured in the CV. This can include project summaries, descriptions of work in specialized areas, or notable achievements. You are welcome to include dates, training details or estimated time worked in each area if that helps contextualize your expertise, but this level of detail is not required. Please focus on making the connection between your past experience and the areas of work described in the scope.

1. Could you clarify how consultants on the roster will be prioritized or selected for specific task orders after submission?

**Answer:**

At this stage, we are focused on evaluating qualifications and rates to establish a pool of pre-qualified consultants who will receive a master service agreement. Specific task order selection processes will be communicated directly to those on the roster, once the MSA is in place and assignments arise.

1. Is there an estimated frequency or volume of assignments expected under this consultancy roster?

**Answer:**

We are unable to estimate the number or frequency of task orders at this stage. Assignments will be issued based on evolving programmatic needs and available funding. Inclusion in the roster does not guarantee a minimum number of engagements.

1. Will the rate-card remain valid for a specific duration, or will there be opportunities to revise rates in future task orders?

**Answer:**

Yes, it will remain valid for a specific duration, not yet determined.

1. As a former IRI staff member, are there any additional compliance requirements I should be aware of?

**Answer:**

Former IRI employees are eligible to apply. If selected for inclusion in the roster, IRI will review any potential conflicts of interest. If additional compliance steps are required, these will be communicated.

 **Section 3: Offer Cover Letter**

**The following cover letter must be completed and signed by the Offeror on its letterhead:**

To: IRI Agreements Team

International Republican Institute, Washington, DC

Reference: RFQ IRI2025Global01o - Expert Consulting and Professional Services To Whom It May Concern:

I, the undersigned, hereby submit the attached offer and documentation in response to the above- referenced RFQ.

I hereby acknowledge and agree to all terms, conditions and instructions included in the above-referenced RFQ. I certify that I am eligible to submit an offer and further certify that, to the best of my knowledge and belief:

* I have no close, familial, or financial relationship with any IRI staff member(s);
* I have no close, familial, or financial relationship with any other Offeror submitting an offer in response to the above-referenced RFQ; and
* The rate(s) in my offer have been arrived at independently, without any consultation, communication, or agreement with any other Offeror or competitor for the purpose of restricting competition.

I hereby certify that the enclosed representations, certifications, and other statements are accurate, current and complete.

Full Legal Name: Signature:

Title of Signatory: Date:

Address: Telephone:

**Section 4: Official Quotation and Rate Card**

|  |  |
| --- | --- |
| a. | Offeror’s Legal Name: |
| b. | Email Address: |
| c. | Where are you based?: |
| d. | Authorized Signature: \_ |

1. **Subject Matter Expertise (SME) Categories and Proposed Daily Rates**

Offerors should use this rate card to detail their daily rate in each category for which they would like to be considered. IRI does not expect or require offerors to apply for all SME categories to be considered; IRI will evaluate candidates for each SME category separately. The proposed rates are **fully burdened daily rates in US dollars** and are inclusive of any applicable taxes, overhead, and fees. One day equals 8 hours.

Unless otherwise indicated, all travel expenses will be paid directly by IRI; do not build travel costs into any burdened rates.

|  |  |
| --- | --- |
| **SME Category from RFQ Section 2** | **Burdened Daily Rate in USD** |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| 6. |  |
| 7. |  |

1. **Language Skills:**

List the foreign languages you can use in a professional setting and indicate your level of fluency. (Beginner, Intermediate, Advanced, Fluent)

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Written** | **Spoken** | **Reading** |
|  |  |  |  |
|  |  |  |  |
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1. **References:**

Provide contact information (name, relation (e.g., supervisor), title/organization, email and phone number) for three (3) professional references.

**Name:**

**Title/Organization:**

**Email:**

**Phone Number:**

**Name:**

**Title/Organization:**

**Email:**

**Phone Number:**

**Name:**

**Title/Organization:**

**Email:**

**Phone Number:**

1. **International Experience:**

List countries where you have relevant experience (worked, lived, or supported projects).

1. **Are you able and available to travel internationally?**

If so, indicate maximum duration of assignment you would consider.

Are there any locations to which you do not travel?

**Section 5: Offer Checklist**

To assist Offerors in preparation of proposals, the following checklist summarizes the documentation to submit an offer in response to this RFQ:

* Cover letter, signed by an authorized representative of the Offeror (see Section 4 for template)
* Completed Rate Card (Section 5)
* Completed Capabilities Statements (Section 5)
* CV or Resume of the individual
* Contact information for 3 References
* Responses to Language and Travel Question