

## REQUEST FOR QUOTES

<b>Procurement Number:</b>	EURASIA2024U012o
<b>Open Date:</b>	June 20, 2024
<b>Questions Deadline:</b>	June 27, 2024
<b>Closing Deadline:</b>	July 8, 2024
<b>Geographical Area Restrictions:</b>	110
<b>Point of Contact:</b>	Dima Duma, Senior Media Specialist dduma@iri.org

### Background

The International Republican Institute (IRI) is a nonprofit, nonpartisan, organization dedicated to advancing freedom and democracy worldwide. Since 1983, IRI has worked to develop democratic institutions and ideals, carrying out a variety of international programs to promote freedom, self-government and the rule of law worldwide. IRI provides technical assistance in the areas of political party strengthening, developing civic institutions and open elections, promoting democratic governance and advancing the rule of law.

IRI Ukraine has developed an e-Learning Platform which provides information in Ukrainian and Russian on IRI-developed educational materials regarding past and current programming. The e-Learning Platform includes a calendar of upcoming programming activities and an online application process for potential program participants to apply to in order to attend IRI training seminars. Likewise, the e-Learning Platform provides information about past events, photos, success stories, news and programming announcements. These methods of online communication give IRI Ukraine the ability to provide sustainable training materials to a wider audience of stakeholders than IRI can train in physical classroom settings.

### Period of Performance

July 2024 to July 2025 IRI may opt to utilize contractual options to extend contracts one year at a time for up to a total contract length of five years.

### Statement of Work:

The scope of this project includes four main areas of work:

1. Web Hosting.
2. Web Maintenance.
3. Design and development of new pages and features.
4. Ongoing technical and/or diagnostic support.

## **1. Web Hosting**

The services required and activities will include:

- 1.1 Hosting must be on a Virtual Private Server, preferably based in Europe.
- 1.2 Servers should have sufficient capacity to run a database and handle a moderate traffic load.
- 1.3 Servers must be able to offer HTTP and HTTPS connection.
- 1.4 Servers should have streaming audio and video capabilities.
- 1.5 Servers should have Direct connection to a major internet backbone.
- 1.6 Adequate physical and environmental protection of the servers, and the software and data on these servers, such as fire detection, automatic fire extinguishers, burglary alarms or guards.
- 1.7 Adequate (logical) access control mechanisms to prevent unauthorized access.
- 1.8 Adequate security measures to address and prevent cyber-attacks, such as for example, firewalls, intrusion detection systems, anomaly detection, DoS protection, etc.
- 1.9 Redundant physical infrastructure to allow for business continuity in the face of local natural disasters (floods, power cuts, fire, etc.). In other words, a second, physically distant, site should be in use or available in case of need. It should be possible to restore backups in such a way that in case of a disaster the website and portals can be restored online within 24 hours.
- 1.10 Maintenance support to include 60 hours annually or approximately 5 hours a month.
- 1.11 On-call email support with same-day response time.

## **2. Maintenance**

The services required and activities will include:

- 2.1 Assisting IRI with Evidence and Learning Practice (ELP) content updates when changes that have to be made are not possible from the Content Management System (CMS) user interface. It should be endeavoured that as much change as possible can be made from the CMS user interface.
- 2.2 Maintain full backup of the web site through the duration of the contract. The backup, code and source files will be delivered in full to IRI on closing of the contract.
- 2.3 Must have an automated testing system that checks for broken hyperlinks on the site.
- 2.4 Verify regularly that the site is up and running and will revert to the back up whenever necessary.
- 2.5 Provide guidance and training to IRI on using the admin interface of the CMS.
- 2.6 Maintenance of the ELP also includes applying security patches, clearing out log files, enlarging disk space before it runs out, sorting out security certificates and fixing bugs in the code.

## **3. Design and development of new pages and features.**

The services required and activities will include:

- 3.1 Design and develop all aspects of the web pages and operationalize all features which are industry standard and common features
- 3.2 Manage both the back-end and the front-end process of development for the new page, this includes being receptive to ideas and suggestions of the IRI team.
- 3.3 Add new modules and plugins for Drupal and ensure its ease of navigation, accessibility and its accommodation of other features.
- 3.4 Add Power BI desktop to build in one or more custom dashboards and maintain flexibility to adjust or update the dashboard when needed.

#### **4 Ongoing Technical and Diagnostic Support**

- 4.1 Provide quick, effective support targeted at specific technical and/or digital health issues that may impact content and web pages.
- 4.2 Respond to IRI inquiries to fix and resolve glitches that may impact all applicable web products, pages, and digital infrastructure.
- 4.3 Provide recommendations to overcome any potentially persistent issues or challenges that may impact CMS systems and all applicable web pages and infrastructure.

#### **Technical Bid:**

All bids submitted to IRI must include:

1. Information addressing your experience in providing each of the services identified in the above Statement of Work and your proposed specific approach for providing those services to IRI under this contract, including sufficient information to determine a clear definition of services as it relates to other providers that may be involved.
2. The name, address, and telephone and facsimile numbers of the bidder (and electronic address if available).
3. Bidders shall provide contact information for a minimum of three professional references with whom the applicant has had a working relationship within the last 24-month period. IRI may contact these individuals.
4. If the Bidder is a U.S. organization/resident, or a foreign organization/resident which has income effectively connected with the conduct of activities in the U.S. or has an office or a place of business or a fiscal paying agent in the U.S., the technical bids must contain Bidder's Taxpayer Identification Number.
5. Bids will not exceed 5 pages (not including cover page), using Times New Roman font, 1" margins.
6. Attachment requirements:
  - Examples of up to 5 recent projects that show relevant expertise and experience in developing similar websites.
  - The project team responsible for delivering the services, indicating the project manager and/or the technical experts that will be involved.
  - CV's (of max 3 pages) of maximum 3 members of the project team (who are expecting to provide services), clearly indicating their relevant experience in web development field.
  - Contact information for a minimum of two employers as reference to previous contracts with separate individuals or organizations.

Developer Staff Resources:

IRI requests that Offerers additionally provide the names and CVs for the following key project personnel:

- Project Lead: Responsible for sign-off on key decisions, providing project steering, oversees entire contract.
- Project Manager: Responsible for keeping the project on schedule and within the budget. Maintains communication between BCC/FRCM and the project team.

\*Indicate if this is the same person.

IRI Ukraine invites potential Offerers to provide information including technical details on how each of scope of work requirements will be implemented.

IRI Ukraine welcomes proposals which include alternative solutions to any of the detailed technical requirements presented in this scope of work, provided that the tenderer explains that this would yield at least a comparable service level.

Any intention to subcontract part of the work must be clearly stated by the Offerer in their technical offer. A detailed description of the company which will undertake the work is required in case it is sub-contracted and it is to be noted that sub-contractors must not subcontract further. If the identity of the subcontractor is not known at the time of submitting the technical offer, the Offerer who is awarded the contract will have to seek IRI Ukraine's prior written authorization before entering into a sub-contract.

Price Bids must adhere to the following criteria:

IRI will pay directly (to the hotel, airline, train, etc.) for all pre-approved travel related expenses including transportation, lodging, and meals for the contractors' participation in IRI activities and events. IRI will not cover incidental costs incurred by the contractor. If it is more feasible for the trainer to use his/her own transportation to an IRI event, IRI will reimburse the cost of the transportation to the contractor bas IRI will reimburse the cost of the transportation to the contractor based upon the prescribed formulas used by the funder of the event, calculated according to the kilometers traveled and the type of vehicle used. The daily and hourly rates submitted should, therefore, not include an assumption of costs incurred by the contractor for travel-related expenses. All other expenses should be included within the daily and hourly rates, as no other expenses will be covered or reimbursed by IRI.

Bids must be submitted in USD, payments under any resulting contract will be made in this currency.

<b>Service</b>	<b>Unit</b>	<b>Cost (USD) *excluding VAT</b>
ELP Hosting	Monthly	
CMS Maintenance for SEO and updates	Monthly	

Design and development of new pages and features.	Hourly	
Ongoing technical or diagnostic support	Hourly	

\*IRI Ukraine is a VAT exempt entity.

Applicants shall submit an hourly/monthly fee to cover the above-listed services.

**RFQ Terms and Conditions:**

1. Prospective Bidders are requested to review clauses incorporated by reference in the section “Notice Listing Contract Clauses Incorporated by Reference”.
2. IRI may reject any or all bids if such is within IRI’s interest.
3. Payment will be made upon receipt of detailed invoices and deliverables/services.
4. Proof of costs incurred, such as but not limited to receipts, pictures and financial documents may be requested during and for up to three years after the end of the contract period.
5. The Bidder’s initial bid should contain the Bidder’s best offer.
6. IRI reserves the right to make multiple contracts or partial contracts if, after considering administrative burden, it is in IRI’s best interest to do so.
7. Discussions with Bidders following the receipt of a bid do not constitute a rejection or counteroffer by IRI.
8. IRI will hold all submissions confidential and shall not be disclosed to third parties. IRI reserves the right to share bids internally, across divisions, for the purposes of evaluating the bids.
9. 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.
10. By submitting a bid, Bidder agrees to comply with all terms, conditions, and provisions included in the solicitation and agreement to the services identified above and will specifically identify any disagreement with or exceptions to the terms, conditions, and provisions.
11. Bidders confirm that the prices in the bid/proposal/application/quote have been arrived at independently, without any consultation, communication, or agreement with any other bidder or competitor for the purpose of restricting competition.
12. By applying to this RFQ, applicant is certifying that if it is awarded a contract, none of funds payable under the resulting contract will be used to (1) procure or obtain, extend or renew a contract to procure or obtain; (2) enter into a contract (or extend or renew a contract) to procure; or (3) obtain the equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system in compliance with the National Defense Authorization Act. Covered telecommunications equipment and services mean any of the following:

- a. Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
  - b. For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
  - c. Telecommunications or video surveillance services provided by such entities or using such equipment.
  - d. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country. ([2 CFR 200.216](#)).
13. Bidders agree to disclose as part of the bid submission:
- a. Any close, familial, or financial relationships with IRI staff and agents. For example, the bidder must disclose if a bidder's mother conducts volunteer training for IRI.
  - b. Any family or financial relationship with other bidders submitting bids. For example, if the bidder's father owns a company that is submitting another bid, the bidder must state this.
  - c. Any other action that might be interpreted as a potential conflict of interest.

### **Evaluation and Award Process:**

1. Bids will be evaluated by IRI for compliance with administrative requirements, recent and relevant past performance, and experience in performing of similar projects by the Bidder, technical capabilities and proposed technical approach, the qualifications of the personnel for the project, and price. IRI may contact any Bidder for clarification or additional information, but Bidders are advised that IRI intends to evaluate the offers based on the written bids and reserves the right to make decisions based solely on the information provided with the initial bids. IRI may but is not obligated to conduct additional negotiations with the most highly rated Bidders prior to award of a contract and may at its sole discretion elect to issue contracts to one or more Bidders.
2. Mathematical errors will be corrected in the following manner: If a discrepancy exists between the total price proposed and the total price resulting from multiplying the unit price by the corresponding amounts, then the unit price will prevail and the total price will be corrected. If there were a discrepancy between the numbers written out in words and the amounts in numbers, then the amount expressed in words will prevail. If the Bidder does not accept the correction, the offer will be rejected.
3. IRI may determine that a bid is unacceptable if the prices proposed are materially unbalanced between line items or sub-line items. Unbalanced pricing exists when, despite an acceptable total evaluated price, the price of one or more contract line items is significantly overstated or understated as indicated by the application of cost

or price analysis techniques. A bid may be rejected if IRI determines that the lack of balance poses an unacceptable risk.

4. IRI will conduct a source selection based as follows:  
IRI intends to make an award to the responsible Offeror based on the following evaluation factors:
  - a) technical evaluation, (including technical capabilities, proposed technical approach, and personnel qualifications) – 40percent
  - b) Past performance and experience in performing similar projects – 40 percent
  - c) Price – 20 percent

IRI intends to evaluate Offerors' proposals in accordance with these factors and make an award to the responsible Offeror whose proposal is most advantageous to the program.

5. If a cost realism analysis is performed, cost realism may be considered in evaluating performance or price.

**Submission Instructions:**

Bids must be submitted via email to Dima Duma, at [Dduma@iri.org](mailto:Dduma@iri.org) with the subject line "EURASIA2024U012o RFQ" by the deadline listed above.

**IRI Obligations**

Issuance of this RFQ does not constitute a contractual commitment on the part of IRI, nor does it commit IRI to pay for costs incurred in the preparation and submission of a bid.

**Notice Listing Contract Clauses Incorporated by Reference**

IRI is required to make the Bidder subject to the clauses of the prime award. The resulting agreement incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Where "flow-down" to the Bidder is appropriate and applicable, references to "USAID" or "Department of State" shall be interpreted to mean "IRI", "Recipient" to mean "Contractor", and "Subrecipient" to mean "the Bidder". Included by reference are 2 C.F.R. 200 and USAID Standard Provisions for Non-US Non-governmental Organizations/US Department of State Standard Terms and Conditions.

**EXPERT RATE INFORMATION**

Name ( <i>Last, First, Middle</i> )	Proposed Rate:	Daily	Hourly
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Rates should be given for the last three (3) years. If employment history/salary information is applicable, list salaries separate for each year. If expert services is applicable, indicate the type of rate daily/hourly.

**EMPLOYMENT HISTORY - SALARY**

POSITION TITLE	EMPLOYER'S NAME AND ADDRESS POINT OF CONTACT & TELEPHONE #	Employment Period ( <i>M/D/Y</i> )		Annual Salary <sup>1</sup> U.S. Dollars
		From	To	

**SPECIFIC EXPERT SERVICES**

SERVICES PERFORMED/TITLE	CLIENTS NAME AND ADDRESS POINT OF CONTACT & TELEPHONE #	Service Period ( <i>M/D/Y</i> )		Units at Rate	Daily/Hourly Rate <sup>2</sup> In U.S. Dollars
		From	To		

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

Signature	Date
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<sup>1</sup> Basic periodic payment for services rendered. Exclude bonuses, profit-sharing arrangements, commissions, consultant fees extra or overtime work payments, overseas differential or quarters, cost of living or dependent education allowances.

<sup>2</sup> A form of management fee whereby the client pays a set fee for providing professional services. Exclude cost reimbursements, bonuses, overtime work payments, overseas differential or quarters, cost of living, and any other allowances.