

## REQUEST FOR PROPOSALS

<b>Procurement Number:</b>	EURASIA2020U23o
<b>Open Date:</b>	August 12, 2020
<b>Questions Deadline:</b>	August 19, 2020
<b>Closing Deadline:</b>	August 22, 2020
<b>Geographical Area Restrictions:</b>	935
<b>Point of Contact:</b>	Nika Lomidze, Program Associate ( <a href="mailto:nlomidze@iri.org">nlomidze@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.

Since 1994, IRI has worked to develop democratic institutions and ideals in Ukraine, carrying out a variety of local programs to promote freedom, self-government and the rule of law. 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. In advance of Ukraine's 2020 local elections, IRI is looking to partner with an online software developer to create an online portal that would deploy a series of interactive election observation trainings for political party members.

### Period of Performance

1 September 2020 to 30 November 2020

### Statement of Work

Contractor will work with training material that IRI Ukraine provides to create a series of interactive e-learning modules on the roles and responsibilities of election observers, with a focus on political party observers. Modules should be customized to the context of the 2020 local elections in Ukraine, including relevant laws on political parties and electoral legislation. Six modules are expected with a running time of 15-30 minutes each.

Contractor should customize an e-Learning platform for the modules, which contains features such as: management of users, monitoring user progress, providing user access to additional instructions, documents and other relevant materials. Platform should be scalable

in terms of number of users and courses. Platform should be available to IRI Ukraine for an initial period of 2 months.

1. E-learning modules must be able to run on various user devices such as computers, smart phones, or tablet devices. All modules should be provided in a format that can be run on Windows, Android and IOS devices.
2. Adapt written texts, training materials and other possible content developed by IRI-Ukraine into dynamic e-learning training with interactive features, including quizzes, games, and other formats.
3. Modules should have a verification mechanism to confirm participation for trainers, coordinators and project administration, and to acknowledge participation (e.g. certificate generation) for the participant
4. Modules and platform must be rendered in Ukrainian and English, with summaries provided in Russian.
5. Ukrainian and English language modules and platform should be completed and operational by September 15, 2020.

### **DELIVERABLES**

- 1) a series of six e-learning training modules that are user-friendly, engaging, and memorable by users, and
- 2) an e-learning platform that will be customizable for IRI Ukraine and potentially other users, and enable individuals to be enrolled and take courses, and IRI Ukraine or other designee(s) to oversee user progress.

Training content will be provided by IRI Ukraine on topics relating to election observation by political party representatives and other relevant information. Each e-learning module should contain the following elements:

1. Presentation of training materials including text, graphics, and occasional video content.
2. Each training module should take approximately 15-30 minutes to complete.
3. E-learning module should incorporate quizzes and a verification mechanism for trainers and administrators and acknowledge completion through certificate generation.
4. Trainings should include closed captioning in language corresponding to narration.
5. E-learning modules must be in SCORM format and run on various devices such computers, smart phones, or tablet devices in different bandwidth settings. Modules should be provided in a format that can be run on Windows, Android and IOS devices.
6. Modules and platform should be presented in English, Ukrainian, and Russian.

All course materials will remain the property of IRI Ukraine.

### **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, including any tables, images and graphics, will not exceed 10 pages.
6. Proposals should demonstrate:
  - a. Bidder's experience in developing remote training (e-learning) tools and interactive materials responsive to the project's needs, which respect best practices in adult learning approaches, which include substantial experience with e-learning related to elections, political party, or related governance topics.
  - b. Bidder's track record with developing/customizing e-learning platform(s) for a variety of clients, but including projects enrolling large number of users in a brief period of time.
  - c. Bidder's experience in adapting materials to different country/cultural contexts, particularly in foreign languages and low resource and low bandwidth environments.
  - d. Bidder's ability to meet tight deadlines for developing e-learning courses and as those proposed herein.
7. Strong proposals will also demonstrate the following:
  - a. Experience in Ukraine or the Eastern European region
  - b. Experience working with international organizations or nongovernmental organizations
8. Bidders must have at least two years' experience in website or software development.

### **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. Proposals must include bidder's proposed approach for accomplishing the scope of work, summary of past performance of similar work, price quote and explanation for the calculation of costs. Proposals may contain images and graphics that help explain the approach

Prospective vendors should provide a single quote based on the development of the political party observer course modules and the customization of the e-Learning platform and user enrollment in the format below. Platform must be able to accommodate up to 5,000 users. Vendors should also provide an additional "add-on" quote for an increase in users to 10,000.

Unit/Deliverable	Unit Price	Number of Units	Total

No reimbursement allowed.

### 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) – 60 percent
  - *Quality of proposed interactive features of online portal (15 percent)*
  - *Ability for proposed software to handle thousands of simultaneous users (15 percent)*
  - *Accessibility of proposed platform for Windows, Android and iOS devices (15 percent)*
  - *Timeline proposed matches IRI's requirements (15 percent)*
- b) Past performance and experience in performing similar projects – 30 percent
  - *Qualities of examples of previous online portals (10 percent)*

- *Level of experience in translating training materials into interactive trainings (10 percent)*
  - *Experience working in Eastern Europe and with NGOs (10 percent)*
- c) Price – 10 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 Nika Lomidze, at [nlomidze@iri.org](mailto:nlomidze@iri.org) with the subject line "EURASIA2020U23o 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. 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: \_\_\_\_\_

## 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: \_\_\_\_\_