



Global Expertise. Local Solutions.  
Sustainable Democracy.

2011 Crystal Drive  
Floor 10  
Arlington, VA 22202

Tel: 202.350.6700  
Fax: 202.350.6701  
[www.ifes.org](http://www.ifes.org)

**INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS  
(IFES)**

**Request for Proposals for Security Services Worldwide**

**RFP/17/011**

**November 3, 2016**

**TABLE OF CONTENTS**

**1 INTRODUCTION.....3**

1.1 PURPOSE.....3

1.2 COVERAGE & PARTICIPATION.....3

1.3 ZERO TOLERANCE FOR FRAUD.....9

**2 GENERAL INFORMATION .....3**

2.1 THE ORGANIZATION .....3

2.2 SCHEDULE OF EVENTS .....3

**3 PROPOSAL PREPARATION INSTRUCTIONS.....4**

3.1 PROSPECTIVE SERVICE PROVIDERS’ UNDERSTANDING OF THE SOLICITATION .....4

3.2 INFORMATION FROM IFES .....4

3.3 COMMUNICATION .....4

3.4 PROPOSAL SUBMISSION .....5

3.5 CRITERIA FOR SELECTION.....5

3.6 SELECTION AND NOTIFICATION .....5

**4 SCOPE OF WORK.....6**

**5 FUNCTIONAL REQUIREMENTS .....7**

5.1 TIMELINE .....7

5.2 INSURANCE AND LIMITATION OF LIABILITY.....**ERROR! BOOKMARK NOT DEFINED.**

**6 QUALIFICATIONS & REFERENCES.....8**

**7 PRICING .....9**

**8 ADDITIONAL TERMS & CONDITIONS.....9**

8.1 NON-DISCLOSURE AGREEMENT.....9

8.2 NO COLLUSION .....9

8.3 COMPANIES OWNED OR CONTROLLED BY GOVERNMENT.....9

8.4 SUBCONTRACTING .....9

8.5 COSTS .....10

8.6 INTELLECTUAL PROPERTY .....10

8.7 PROSPECTIVE SERVICE PROVIDERS’ RESPONSES .....10

8.8 PARTIAL AWARDING.....10

8.9 NO LIABILITY .....10

8.10 ENTIRE SOLICITATION .....10

**9 PROSPECTIVE SERVICE PROVIDER CERTIFICATION .....11**

**SCHEDULE “A” .....12**

## 1 INTRODUCTION

### 1.1 Purpose

The purpose of this Request for Proposals (RFP) is to invite prospective service providers to submit a Response for the provision of expertise and advice on the safety and security of IFES's international operations. IFES is seeking the assistance of a third party to provide the required security services and assist IFES in security risk assessments and in evolving its security plans, The service provider will also help develop tailored security solutions to the different geographic areas in which IFES operates. The solicitation provides prospective service providers with the relevant operational and performance requirements. The initial contract term is expected to be one (1) year.

### 1.2 Coverage & Participation

IFES reserves the right to reject any and all offers, to add, delete or modify any element of the solicitation at any time without prior notification and without any liability or obligation of any kind. This RFP does not obligate IFES to enter into a contract nor does it obligate IFES to pay any costs incurred in the preparation of submission of any Response.

## 2 GENERAL INFORMATION

### 2.1 The Organization

IFES is an independent, non-governmental organization providing professional support to electoral democracy. IFES supports citizens' rights to participate in free and fair elections. Our independent expertise strengthens electoral systems and builds local capacity to deliver sustainable solutions.

As the global leader in democracy promotion, we advance good governance and democratic rights by:

- Providing technical assistance to election officials
- Empowering the underrepresented to participate in the political process
- Applying field-based research to improve the electoral cycle

Since 1987, IFES has worked in over 145 countries – from developing democracies, to mature democracies.

### 2.2 Schedule of Events

The following, tentative schedule will apply to this solicitation. The dates may change in accordance with IFES' needs or unforeseen circumstances. IFES will communicate changes to the schedule.

- |                                     |                                |
|-------------------------------------|--------------------------------|
| • Issuance of RFP                   | November 3, 2016               |
| • Technical Questions/Inquiries Due | November 9, 2016 COB           |
| • Answers/Addenda from IFES         | November 14, 2016 COB          |
| • RFP Closes                        | November 30, 2016 6 PM DC time |

### 3 PROPOSAL PREPARATION INSTRUCTIONS

#### 3.1 Prospective service providers' Understanding of the Solicitation

Prospective service providers are responsible for understanding the solicitation in its entirety and each of its elements, and should make inquiries to IFES as necessary to ensure such understanding. IFES reserves the right to disqualify any prospective service provider that it determines, at its sole discretion, does not understand the solicitation or any of its elements. Such disqualification shall be at no fault, cost, or liability whatsoever to IFES.

#### 3.2 Information from IFES

All information provided by IFES in this solicitation is subject to change at any time. IFES makes no certification as to the accuracy of any item, and is not responsible or liable for any use of or reliance on the information or for any claims asserted therefrom.

#### 3.3 Communication

All communications related to the RFP must be in writing. Verbal communication shall not be effective unless formally confirmed in writing by the procurement official listed in 3.3.1. In no case shall verbal communication govern over written communication.

**3.3.1 Point of Contact:** The sole point of contact for all communication related to this solicitation is listed below.

Elizabeth Durbin  
Sr. Contracts and Grants Manager  
Email: [edurbin@ifes.org](mailto:edurbin@ifes.org)

**3.3.2 Notice of Intention:** Prospective service providers that are interested in responding to this solicitation are encouraged to notify IFES of their interest in the RFP as soon as possible by completing and submitting the Notice of Intention herewith attached as Schedule A. However, the Notice of Intention is not mandatory and is not a prerequisite to submitting a Response.

**3.3.3 Formal Communications** shall include, but are not limited to the following:

- Questions concerning this solicitation must be submitted in writing to the point contact identified in 3.3.1.
- Errors and omissions in this solicitation, as well as enhancements. Prospective service providers should notify IFES of any discrepancies, errors, or omissions that may exist within this solicitation. Prospective service providers should recommend to IFES any enhancements to the work described in the solicitation which might be in IFES' best interests.

- Inquiries about technical interpretations must be submitted in writing to the point contact identified in 3.3.1.

**3.3.4 Addenda:** IFES will make a good-faith effort to provide a written response to the questions or requests for clarifications in the form of written responses or addenda in accordance with the *Schedule of Events in 2.2*.

### 3.4 Proposal Submission

It is mandatory for prospective service providers to send proposals in electronic copy via e-mail to the individual listed in 3.3.1 on or prior to the closing date and time shown in the *Schedule of Events in 2.2*. The technical proposal submission should not be more than 10 pages plus any annexes attached.

### 3.5 Criteria for Selection

The evaluation of each Response to this solicitation will be based on the criteria outlined below. The purpose of this solicitation is to identify responsible, prospective service providers that have the interest, capability, and financial strength to supply IFES with the product and/or service identified in the Scope of Work.

#### Evaluation Criteria

- |   |     |
|---|-----|
| 1. Technical Services Provided  | 50% |
| <i>Demonstrated experience and ability to design security plans, perform risk assessments, provide security training and advice, and address security challenges.</i> |     |
| 2. Cost   | 20% |
| <i>Price reasonableness and value for money</i>   |     |
| 3. Timeliness   | 20% |
| <i>Response time for requests for information, provision of services and emergency responses.</i>   |     |
| 4. Billing flexibility and details provided   | 10% |
| <i>Ability to provide invoices with reference to multiple requesting programs project accounting coding.</i>  |     |

#### Evaluation Criteria Grading:

Highly Exceeds Expectations	5 Points
Slightly Exceeds Expectations	4 Points
Meets Expectations	3 Points
Meets most but not All Expectations	2 Points
Does Not Meet Expectations	1 Point

### 3.6 Selection and Notification

IFES will evaluate Responses to identify responsible service providers and responsive offers. Finalists will be selected to move into the negotiation phase of this process. Written notification will be sent to finalists via email.

#### 4 SCOPE OF WORK

The scope of work for the security services includes developing security plans, conducting security and risk assessments and reporting. The selected service provider will also be responsible for crisis management, contingency planning and evacuations. Training of field staff in security related matters and other security-related functions may also be required.

##### Security Services

Service will include tracking and communicating country-specific, region, and global security issues and threats to identify security needs and provide recommendations as appropriate for security and safety of projects and their staff. The recommendations will include provisions for early detection, and work on the building security plans, and systems to address country programs' unique security challenges. The service will also include advice to the organization's Security Review Team and serving as a liaison for security-related issues, with field staff, senior HQ management and security providers.

Specifically, the selected service provider will create and present a detailed project plan including schedule, implementation plan, and training plan; and then present project plan to IFES for review and approval.

Essential activities will include:

- Assess current practices and plans within the first 2 months and establish a regular review process;
- Conduct regular pre-departure safety briefs to IFES staff;
- Conduct periodic coordination meetings with teams or vendors;
- Present written status reports at weekly meetings;
- Provide 24x7 incident management support until the end of the period of performance;
- Provide 24x7 security support until the end of the period of performance
- Provide additional reporting as requested

Security Risk Assessments:

- Provide methodology and plan for specific risk assessment
- Present written risk assessment results

Training:

- Provide training in accordance with approved training plan
- Present written training status at weekly meeting

### Other Services

The Security Consultant may be required to provide other services, including but not limited to Proposal drafting, support in operational readiness, and support in developing related policies, procedures and standards.

### Place of Performance

The selected service provider for the Security Services will perform a majority of the work at its own facility. The service provider's will be required to be at IFES's office in Arlington, VA at least twice per week (day and time TBD) for weekly status meetings, and other briefings. Additionally, all project /program security reviews will be held at IFES's office in Arlington, VA and attended by the vendor. The Service provider's maybe required to travel to IFES field offices based on needs and security assessment requirements.

### Additional Information Requested

Please provide a matrix or table of the tasks and hours to be dedicated to services for IFES and the resumes or CVs of the personnel who will be considered key personnel in the contract for services.

## **5 FUNCTIONAL REQUIREMENTS**

### **5.1 Timeline**

Prospective service providers must submit a timeline in the Response showing the time required to start up implementation of the services and when the services will be fully up and running. In addition, please provide us with an estimate of how much notice you will need to perform one off requests for security assessments, emergency support or other requested services. IFES expects to have a contract in place by January 1, 2017.

### **5.2 Proof of Liability Insurance**

The service provider will need to carry General Liability and Professional Liability insurance of the following minimal requirements:

#### General Liability

Commercial General Liability ("CGL") Insurance, including tort-related contractual liability coverage, with limits of not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate coverage to include premises, operations, independent contractors, products and completed operations, broad-form contractual, personal injury, advertising injury, bodily injury & property damage, XCU (explosion, collapse and underground) perils, and shall contain a severability of interests provision or cross liability clause. The policy must be endorsed to name IFES Inc., and their respective officers, directors, agents, and employees, as additional insureds, for both ongoing and completed operations on a primary and non-contributory basis to include a waiver of subrogation in favor of all additional insureds, unless prohibited under applicable state law. If Subcontractor's work will be performed in a railroad right of

way, the policy shall include coverage for work performed within 50 feet of a railroad. Limits may be achieved by a combination of primary and excess or umbrella liability insurance.

#### Professional Liability

Professional Liability Insurance with a limit of not less than \$1,000,000 per claim and \$2,000,000 annual aggregate. Professional Liability Insurance coverage shall include contractors and subcontractor's legal liability for damages arising out of the contractor or its lower-tier subcontractors' negligent performance of professional services pursuant to this contract or relating to the project. All activities contemplated in this contract shall be specifically scheduled on the policy as "covered operations," and the policy shall include work performed "by or on behalf" of the insured. The policy may not exclude bodily injury or property damage. The policy inception, continuity, or retroactive date must be as of the effective date of this contract.

## 6 QUALIFICATIONS & REFERENCES

Prospective service providers must provide the following information for their Response to be considered:

1. A brief outline of the company and services offered, including:
  - Full legal name and address of the company
  - Corporate and tax Registration Documents
  - Year business was started or established
  - Full name of the legal representative (president or managing director) of the company
  - Name of any individuals or entities that own 50% or more of the company
  - U.S. companies must indicate if they are a registered Small Business (Woman owned, veteran-owned, Minority-owned, Disabled, Service Disabled Veteran-owned)
2. Evidence of successful completion of a project of a similar size and complexity.
3. References: Contact information (including email and telephone contact information) for no less than three references from projects similar in size, application, and scope and a brief description of their implementation (including location and year). IFES reserves the right to request and check additional references.
4. Prospective service provider must be legally registered under the laws of the country in which they are organized and possess all licenses, permits and government approvals necessary for performance of the Scope of Work.
5. A certification signed by an officer or authorized representative that the prospective service provider has sufficient financial, technical and managerial resources and facilities to complete the Scope of Work.



## **7 PRICING**

Prospective service providers must complete the following cost breakdown for the implementation of their solution for IFES' project as described in this solicitation. Prospective service providers must agree to keep these prices valid for a minimum of 90 calendar days.

Pricing must be in US Dollars (USD). Hourly rates per labor category used in providing services are required and in the case of discrepancies between unit prices and the total price, the unit price will be taken as reference basis in the evaluation. Flat fees for certain well defined services will also be considered.

## **8 ADDITIONAL TERMS & CONDITIONS**

### **8.1 Non-Disclosure Agreement**

IFES reserves the right to require the prospective service provider to enter into a non-disclosure agreement.

### **8.2 No Collusion**

Collusion is strictly prohibited. Collusion is defined as an agreement or compact, written or oral, between two or more parties with the goal of limiting fair and open competition by deceiving, misleading, or defrauding a third party.

### **8.3 Zero Tolerance for Fraud**

IFES has zero tolerance for fraud. Fraud is any act or omission that intentionally misleads, or attempts to mislead, to obtain a benefit or to avoid an obligation. If you have concerns about potential fraud in any way related to IFES projects, contracts, or activities, please contact IFES' Compliance Hotline at [compliance@ifes.org](mailto:compliance@ifes.org).

### **8.4 Companies Owned or Controlled by Government**

The prospective service provider must disclose in writing with its Response if a government, its agents, or agencies, have an ownership or managerial interest in the company. Failure to disclose a government ownership or managerial interest in the company will result in the prospective service provider's offer being removed from consideration.

### **8.5 Subcontracting**

The prospective service provider must disclose in writing with its Response any subcontracting that will take place under an award. Failure to disclose subcontracting relationships will result in the prospective service provider's offer being removed from consideration. (if permitted by the solicitation).

**8.6 Costs**

The solicitation does not obligate IFES to pay for any costs, of any kind whatsoever, which may be incurred by a prospective service provider or third parties, in connection with the Response.

**8.7 Intellectual Property**

Prospective service providers may not use any intellectual property of IFES including, but not limited to, all logos, trademarks, or trade names of IFES, at any time without the prior written approval of IFES.

**8.8 Prospective Service Providers' Responses**

All accepted Responses shall become the property of IFES and will not be returned.

**8.9 Partial Awarding**

IFES reserves the right to accept all or part of the Response when awarding a contract.

**8.10 No Liability**

IFES reserve the right to accept or reject any Response or to stop the procurement process at any time, without assigning any reason or liability. IFES shall not be liable to any prospective service provider, person, or entity for any losses, expenses, costs, claims, or damages of any kind.

**8.11 Entire Solicitation**

This solicitation, any addenda to it, and any attached schedules, constitute the entire solicitation.

**9 Prospective Service Provider Certification**

This certification attests to the prospective service provider’s awareness and agreement to the content of this solicitation and all accompanying schedules and provisions contained herein.

The prospective service provider must ensure that the following certificate is duly completed and correctly executed by an authorized officer.

This Response is submitted in response to RFP-17-011 issued by IFES. The undersigned is a duly authorized officer, hereby certifies that:

\_\_\_\_\_ (Prospective Service Provider’s Legal Name)

agrees to be bound by the content of this Response and agrees to comply with the terms, conditions, and provisions of the referenced solicitation and any addenda thereto in the event of an award. The Response shall remain in effect for a period of 90 calendar days.

The undersigned further certify that the prospective service provider and its principals (check one):

IS

IS NOT

currently debarred, suspended, or proposed for debarment by any U.S. Federal entity. The undersigned agree to notify IFES of any change in this status, should one occur, until such time as an award has been made under this procurement action.

Person[s] authorized to negotiate on behalf of the prospective service provider for purposes of this solicitation are:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Signature of Authorized Officer:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SCHEDULE "A"**  
**NOTICE OF INTENTION**

**RFP/17/011**

From:

Name: *[INSERT COMPANY'S LEGAL NAME]*  
Contact: *[INSERT NAME OF AUTHORIZED REPRESENTATIVE]*  
Phone: *[INSERT TELEPHONE NO.]*  
Fax: *[INSERT FAX NO.]*  
Email: *[INSERT E-MAIL]*

Please state your intention with regard to this Request for Proposals by selecting one of the following:

- Intends to respond to the IFES solicitation
- Does not intend to respond to the IFES solicitation

TO:

International Foundation for Electoral Systems  
Attention: Elizabeth Durbin  
Title: Sr. Contracts and Grants Manager  
E-mail: [edurbin@ifes.org](mailto:edurbin@ifes.org)