



International Foundation
for Electoral Systems

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

Request for Proposal (RFP) for Security Services Worldwide

Solicitation # RFP-21-006

December 4, 2020

1 INTRODUCTION

1.1 Purpose

The purpose of this Request for Proposal (RFP) is to invite prospective contractors (“Bidders”) to submit a written response (“Response”) for the procurement of expertise and advice on the safety and security of IFES’s international operations and its domestic headquarters office. IFES is seeking the assistance of a third party to provide the required security management services, undertake country-specific security risk assessments, develop security plans, and provide crisis response capacity. The service provider will help develop tailored security solutions to the different geographic areas in which IFES operates for both in-country operations and programmatic activities. The solicitation provides Bidders 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.

1.3 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 or at +1 202-350-6791.

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 December 4, 2020
- Technical Questions/Inquiries Due December 15, 2020
- Answers/Addenda from IFES December 22, 2020
- RFP Closing Time: 4:00 PM Local Time, Arlington, VA (UTC-5:00) January 4, 2021

3 PROPOSAL PREPARATION INSTRUCTIONS

3.1 Bidders' Understanding of the Solicitation

Bidders 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 Bidder 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.

Ian Swank
iswank@ifes.org

and

Sajia Tokhi
stokhi@ifes.org

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

- Questions concerning this solicitation must be submitted in writing to the point of contact identified in 3.3.1.
- Errors and omissions in this solicitation, as well as enhancements. Bidders should notify IFES of any discrepancies, errors, or omissions that may exist within this solicitation. Bidders 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 of contact identified in 3.3.1.

- 3.3.3 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*.

3.3.4 Posting Online: Copy of this solicitation, Amendments and or Q&A will be available online at: www.ifes.org/procurement-notice.

3.4 Submission

It is mandatory for Bidders to send proposals in electronic copy via e-mail to the point of contact identified in 3.3.1 on or prior to the closing date and time shown in the *Schedule of Events*.

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 Bidders 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:

IFES will evaluate responsive offers based on the following criteria:

1. Technical Services Provided 50 points
Demonstrated experience and ability to design security plans, perform risk assessments, provide security trainings, and address security challenges. Offerors should complete the Past Performance and Experience table below.

2. Cost 20 points
Price reasonableness and value for money. Cost proposal should conform to template provided below.

3. Timeliness 20 points
Response time for requests for information, provision of services and emergency response

4. Billing flexibility and details provided 10 points
Ability to provide invoices with reference to multiple requesting programs project accounting code

Past Performance and Experience

Document and summarize your proven track record of successfully implementing similar activities. Using the table format provided below, please list only the programs you have implemented within the past 3 years, a brief description of how each is relevant to this RFP and the contact details for each previous client or donor. You may also include recommendation/appreciation letters and certificates as attachments. Offerors with similar scale to the program described in this RFP will be scored more favorably than offerors that do not meet these criteria. Please note that Offerors cannot be evaluated on information that they do not provide. For example, if an Offeror has current/past performance working with IFES, they cannot be positively evaluated on this experience unless it is provided in the Offeror's proposal.

#	Program Title	Location	Synopsis of the program and its relevance to this RFP	Period of performance	Amount for the program	Name and contact info
1						
2						
3						

Cost Reasonableness

- a) Submit a detailed budget to carry out this work. IFES’ review of the Cost Proposal shall determine if the overall costs proposed are realistic for the work to be performed, reflect a correct understanding of the project requirements, and are consistent with the Offeror’s Technical Proposal. IFES will also review individual line items and determine if they are allowable, allocable and reasonable. The following is a sample format for the detailed budget. The Offeror may list any reasonable, allowable and allocable cost line items, but must follow the major categories listed below, breaking down all “lump sum” items as much as reasonably possible. Any indirect/overhead costs should be listed as a separate line item in the budget and should not be built into the direct costs.

Description	Unit (day/month)	Quantity	Unit cost	Total price
A) Program Staffing				
B) Program Material and Equipment				
C) Program Administration				
Total				

Cost proposals providing more direct funding towards programming outputs and local labor, instead of staff salaries and administrative or overhead costs, will be reviewed more favorably.

- b. Submit reasonably comprehensive budget narrative/ budget notes that provides information on each of the line items in the budget and explains why these items are needed for implementation of the activity.
- c. If indirect rates are charged, Offerors must provide supporting computations for the allocation for indirect/overhead costs, a copy of an audit report and balance sheet, and a profit and loss (P&L)/income & expenditure / revenue & expenditure statement OR a copy of the current Negotiated Indirect Cost Rate Agreement (NICRA). Offerors that do not provide the above-required items as part of their Cost/Business proposal, that provides a proposal that represents a poor understanding of the work to be performed, or that presents unrealistic, unallowable, unallocable or unreasonable items and costs, in the reviewer’s evaluation, will be considered unresponsive and may be disqualified from further consideration.

Best value determination for award IFES will evaluate proposals on a best value basis. In all solicitations, IFES will consider and conduct an evaluation on the basis of both technical capacity and cost. The relative importance of these two factors will vary depending on the nature of the activity. IFES may also award to a firm other than the highest technically rated Offeror or the lowest price Offeror.

IFES reserves the right to request additional supporting documentation or a revised proposal from an Offeror if insufficient information has been provided in the Offeror's technical and/or cost proposal. If the requested information is not provided, IFES has the right to disqualify the firm from further consideration.

3.6 Selection and Notification

IFES will evaluate Responses to identify responsible Bidders 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/GOODS/SERVICES

The scope of work for security services will focus on conducting security and risk assessments, developing and reviewing project safety and security plans and providing threat reporting and monitoring to support overseas operations in over 40 countries. The selected service provider will also be responsible for crisis and risk management, contingency planning and managing evacuations and liaising with medical and security evacuation service providers.

To support both ongoing international assistance activities, security services will include regular tracking of country-specific, regional, and global security issues, and monitoring of emergencies and threats to determine threat levels and the corresponding security and training needed to meet our duty of care. The continued development and maintenance of policies, procedures and standards related to public health emergencies, such as COVID-19, or other unexpected threats to business continuity is also required.

The security services provider will be expected to support new, anticipated international activities including advising on security requirements and costing for proposals for activities in new countries of operation and developing operational readiness plans for activities in non-presence countries. The security services provider will also provide advice in the development of global service agreements with security companies to provide IFES field operations with the in-country security services needed to carry out both short-term and ongoing programming in a variety of security contexts.

The primary focus of the security services will be to support IFES' international operations, however it will also encompass services for the Headquarters office in Arlington, Virginia. This would include reviewing and maintaining HQ security manual, tracking and communicating on local and regional security threats and providing training and advice to HQ-based staff as needed. Services will also include advice to the organization's Executive Leadership Team and the IFES Board of Directors on ongoing security matters and on continuity of operations in the event of a major incident.

In addition to the areas described above, the selected service provider will propose a project plan that includes:

Security Risk Assessments

- A plan for developing and maintaining targeted country risk assessments for existing office locations;
- A schedule for presenting written risk and security assessments for new IFES offices;

Security Plans and Program Support

- An assessment framework for evaluating IFES' safety and security plans updating as necessary with provisions for response to major incident (terrorist, natural disaster etc);
- A plan for establishing a regular-review process for all IFES security plans;
- A format for regular pre-departure security and safety briefs to staff (field offices, HQ staff and consultants) traveling internationally;
- A schedule for conducting periodic coordination and performance review meetings with security-related vendors;
- A format and plan for presenting written status reports at weekly meetings and distributing reports to field offices on a regular basis;

Threat Reporting and Monitoring

- A systematic approach to providing 24x7 incident reporting and management as required;
- A plan for meeting ad hoc requests for specific country analysis (including conflict, national disasters, diseases, etc.);
- An approach for providing real time security updates and instructions to Country Director and Deputy Country Directors and other staff;

Crisis and Risk Management

- An approach to managing crisis incidents, including evacuations and major incidents involving terrorism, civil unrest or a pandemic;
- A plan for assessing IFES' current crisis management plan and conducting a table top exercise;

Training

- A methodology for developing a training plan for field staff in security-related matters and other security-related functions;
- A sample training plan for HQ-based staff, including new employee onboarding, and continuous safety and security planning;

Key personnel

- 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.

The selected services provider will perform a majority of the work at its own facility. The service provider may be required to be at IFES's office in Arlington, VA as needed for 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 providers maybe required to travel to IFES field offices based on needs and security assessment requirements.

5 FUNCTIONAL REQUIREMENTS

5.1 Timeline

Bidders must submit a timeline in the Response showing the time required to produce and consolidate the products and/or deliver services.

5.2 License, Clearance and Approvals

The Bidders will include in the timeline any time needed to obtain any licenses, clearances, and/or approvals required under local legal requirements to produce or deliver the products and/or services described in the Scope of Work.

6 QUALIFICATIONS & REFERENCES

Bidders 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)
 - No subcontracting is allowed under this solicitation.
2. Evidence of successful completion of a project of a similar size and complexity.
3. References: 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. Bidders 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 work. Scope of Work.
5. A certification signed by an officer or authorized representative that the Bidder has sufficient financial, technical and managerial resources and facilities to complete the Scope of Work.

7 PRICING

Pricing must be in US Dollars (USD). Unit prices 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. Technical specifications must be shown for each item.

8 ADDITIONAL TERMS & CONDITIONS

8.1 Non-Disclosure Agreement

IFES reserves the right to require the Bidder 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 Companies Owned or Controlled by Government

The Bidder 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 Bidder's offer being removed from consideration.

8.4 Subcontracting

The Bidder 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 Bidder's offer being removed from consideration. (if permitted by the solicitation).

8.5 Costs

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

8.6 Intellectual Property

Bidders 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.

8.7 Bidders' Responses

All accepted Responses and supporting documentation shall become the property of IFES, subject to claims of confidentiality in respect of the Response and supporting documentation.

8.8 Partial Awarding

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

8.9 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 Bidder, person, or entity for any losses, expenses, costs, claims, or damages of any kind.

8.10 Entire Solicitation

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

[End of Solicitation]