



**International
Republican Institute**
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 www.iri.org | @IRIGlobal

REQUEST FOR PROPOSALS

Procurement Number:	#PSVC15T01A
Open Date:	June 11, 2015
Questions Deadline:	June 24, 2015, 6 PM Eastern
Closing Deadline:	July 11, 2015, 6 PM Eastern
Decision Date:	August 3, 2015
Geographical Area Restrictions:	United States
Point of Contact:	Sanja Mart, smart@iri.org

Background: The International Republican Institute (IRI) is a 501(c)3 non-profit, non-governmental organization with offices in 32 countries and programs in another 30-plus countries, with a staff of 385 worldwide. IRI conducts programs based on cooperative agreements with governmental funders, including the U.S. Department of State; the U.S. Agency for International Development; the National Endowment for Democracy; Foreign Affairs, Trade and Development Canada; European foundations and aid agencies; and the United Nations. Total revenues amount to about \$60 million-a-year currently, with an annual average of \$2.5 million spent on air travel alone.

Period of Performance:

October 1, 2015 – March 31, 2016 trial period
 October 1, 2015 – September 30, 2020 full period upon satisfactory probation

Statement of Work:

IRI has maintained a full service in-house travel office responsible for management of itineraries, travel bookings, and ticket purchases, while ensuring compliance with USG and other funder regulations. As a supplement to its travel office, IRI implemented E2Solutions (E2), a web-based end-to-end travel and expense management tool. E2 offers travelers a way to create and track travel authorizations, get approvals, submit vouchers, receive reimbursements and book travel reservations.

IRI is soliciting travel service providers that will effectively and efficiently replace the in-house travel office, while providing compatibility with travel and expense management applications, such as E2Solutions, Concur or Deltek/Expense. Travel services providers must be able to provide:

- 24/7/365 online booking capability for air and ground transportation, including through a range of desktop, and iOS and Android mobile devices
- 24/7/365 Agent assisted booking support with dedicated team of agents and dedicated account manager.

- Ability to configure and securely maintain the travel profiles of multiple travelers in accordance with funder criteria
- Ability to arrange tickets on departure
- Ability to set travel/traveler parameters to meet and document compliance and cost-related requirements under applicable U.S. Government regulations (e.g., Fly America, etc.) and selected non-U.S. regulations (e.g., Canadian, British, and EU)
- Ability to bill per transaction
- Ability to process and issue e-tickets and associated refunds
- Compatibility or connectivity with travel and expense tracking software (e.g., E-2, Concur, Deltek expense, etc.)
- Ability to provide a range of both “canned” and customized report on travelers and travel usage as well as projects, that include cost and invoice number for quick reference, account balance and expiration date of points
- Ability to access travel itineraries and receive travel alerts by mobile devices, including internationally via SMS
- Unused ticket tracking including reminders to change, reissue or refund tickets
- Access to Airline rewards programs for IRI’s benefit
- Incentives (e.g., discount travel services, airline/hotel commission rebate programs, set up/management/other fees)
- Ability to establish travel restrictions based on the number of trips permitted under individual grants
- Ability to provide visa and immigration support

Technical Proposals

All proposals submitted to IRI must contain:

1. Information addressing your firm’s experience in providing each of the services identified in the above Statement of Work and your proposed specific approach for providing those travel services to IRI under this contract, including sufficient information to determine a clear definition of services as it relates to the travel booking provider and management and expense application providers.
2. A statement confirming your firm’s agreement with all terms, conditions, and provisions included in the solicitation and agreement to the travel provider services identified above, specifically identifying any disagreement with or exceptions to the terms, conditions, and provisions.
3. Technical information confirming your firm’s compatibility with E2, Deltek, and Concur
4. The name, address, DUNS Number (required) and telephone and facsimile numbers of the offeror (and electronic address if available).
5. Names, titles, and telephone and facsimile numbers, and electronic addresses of persons authorized to negotiate and act on the offeror’s behalf with IRI in connection with this RFP and the resulting contract award.
6. Name, title, and signature of person authorized to sign the proposal. Proposals signed by an agent shall be accompanied by evidence of that agent’s authority, unless that evidence has been previously furnished to the issuing office.

Proposals will not exceed 15 pages (not including cover page). Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective

application in response to this RFP are not desired. Elaborate graphical work and other presentational aids are neither necessary nor wanted.

In addition to the established page limit, proposals should contain:

1. A representative list of current customers.
2. A description of the firm’s most recent and relevant past performance and experience in performing similar work, including specific contracts providing travel services to non-profit organizations that receive funding from or perform work under federal grants and cooperative agreements and involve international travel, including contact details of at least five existing customers as references, preferably from non-profit organizations. IRI may contact those references to evaluate your firm’s experience and past performance.
3. CVs and professional experience information of a proposed [account manager] for IRI and proposed travel agents. IRI reserves the right to interview select members of the team.
4. Sample reports.

Price Proposals must include the following criteria:

Offerors must propose a firm-fixed Unit Price for each of the deliverables identified below and in the format of the table below. The offerors pricing must be valid for at least 60 (sixty) calendar days after the due date for proposal submission or the duration of the agreement for the winning offeror. To the extent that an offeror proposes to include any other pricing not reflected in the table below or any one-time and recurring costs, such pricing or costs must be fully described in the proposal. Rates should be quoted, inclusive of all but showing separately, costs of inspection, services, transportation, taxes, import duties if any and other levies.

Pricing information must be provided based on the transaction for services provided. The proposed Unit Price for each deliverable must be a firm fixed fee and must include all management, overhead, profit, taxes, levies, duties, fees, and other costs in providing each deliverable service. Offerors must indicate any carve outs or exceptions to each Unit Price, including but not limited to whether the transaction fees vary between one and multiple destination itineraries. Pricing information must be provide for transaction fees on the following services:

Unit/Deliverable	Unit Price
U.S. domestic airfare booking, re-booking, and cancellation	transaction fee
U.S. domestic rail booking, re-booking, and cancellation	transaction fee
International airfare booking, re-booking, and cancellation	transaction fee
International rail booking, re-booking, and cancellation	transaction fee
Hotel booking, re-booking, cancellation in the U.S.	transaction fee
Hotel booking, re-booking, cancellation outside of the U.S.	transaction fee
Management fee(s) (if any)	specify period/fee(s)
Set-up fee(s) (if any)	Lump sum price

International booking includes booking of itineraries between the United States and other countries as well as between other countries only.

Evaluation and Award Process:

1. Proposals will be evaluated by IRI for compliance with administrative requirements, recent and relevant past performance and experience in performing similar travel service contracts, technical capabilities and proposed technical approach, the qualifications of the personnel for the project, and price. IRI may contact any Offeror for clarification or additional information, but Offerors are advised that IRI intends to evaluate the offers based on the written proposals 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 offerors prior to award of a contract, and may at its sole discretion elect to issue contracts to one or more Offerors.
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 Offeror 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 Technical/Price Weighted evaluation and source selection based on evaluation factors listed below. On a 100-point scale system, technical evaluation factors have a total of 75 points; evaluation of price and price reasonableness has a total of 25 points. These factors will serve as the standard against which all technical information will be evaluated, and identify the determining factors that Offerors should address. IRI intends to evaluate Offerors' proposals in accordance with the Statement of Work of this RFP and make an award to the responsible Offeror achieving the highest combined score proposal (technical and cost), representing the most advantageous offer to IRI.
5. If a cost realism analysis is performed, cost realism may be considered in evaluating performance or price.

Evaluation of Proposals:

1. Proposals will be evaluated by a technical and price evaluation committee using the criteria shown below. When evaluating the competing proposals, IRI will consider the written technical/capability information provided by the offerors, and any other information obtained by IRI from the offerors, from past performance references, or through its own research.
2. The criteria listed below are presented by major category, so that offerors will know which areas require emphasis in the preparation of their proposals.

3. IRI will evaluate Offerors' proposals in accordance with the technical criteria and weightage shown in the table below. A total 100 points are assigned according to the following criteria:

Criteria	Points
Compliance with content requested and capacity to meet compliance of IRI funders	15
Technical capacity: reporting	10
Technical capacity: software compatibility	10
Technical capacity: travel support and travel agent team	15
Technical capacity: booking options and modes	25
Price	25
Total	100

IRI will conduct an evaluation of the offers based on the written proposals. Based on this evaluation against all evaluation criteria, IRI may, at its option, invite the offerors who submitted the most highly rated proposals Offeror for an in-person (if possible) presentation to IRI in support of its proposal. Based on a final evaluation, taking into account consideration of any presentations from the offerors and any negotiations, IRI will make award to the responsible firm whose proposal is most advantageous to IRI, considering price and the technical criteria and weighting described above.

Evaluation and Award Timeline:

June 11, 2015	June 24, 2015 6:00 PM U.S. Eastern Time	July 11, 2015 6:00 PM U.S. Eastern Time	July 17, 2015	August 3, 2015
Solicitation Opens	Questions Deadline	Solicitation Closes	Invitations for Presentation	Winning Offeror Notified

Submission Instructions:

Proposals must be submitted via email to Sanja Mart, at smart@iri.org with the subject line "RFP #PSVC15T01A". Hard copies of proposals must be submitted in sealed envelopes to attention of POC at 1225 Eye street NW, suite 700, Washington, DC 20005 and marked "RFP #PSVC15T01A". Faxed proposals will not be considered.

RFP Terms and Conditions:

1. Prospective Offerors 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. Proposals must be submitted in English.
4. Payment will be made upon receipt of invoices and deliverables/services in U.S. Dollar by a bank payment.
5. 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.
6. The Offeror's initial bid should contain the Offeror's best offer.

7. IRI reserves the right to make multiple awards or partial awards if, after considering administrative burden, it is in IRI's best interest to do so.
8. Discussions with Offerors following the receipt of a bid do not constitute a rejection or counteroffer by IRI.
9. IRI will hold all submissions as confidential and submissions shall not be disclosed to third parties. IRI reserves the right to share bids internally, across divisions, for the purposes of evaluating the bids.

Notice Listing Contract Clauses Incorporated by Reference

IRI is required to make the subcontractor subject to the clauses of the prime award. This subcontract 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 subcontractor is appropriate and applicable, references to "USAID/Department of State" shall be interpreted to mean "IRI", "Recipient" to mean "Contractor", and "Subrecipient" to mean "lower-tier subrecipients". Included by reference are 2 CFR 200 and 2 CFR 600/2 CFR 700.

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 quotation.

Required Certifications

The following certificates need to be signed by all Offerors. 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 Terrorist Financing
- Narcotics offenses and drug trafficking- key individual certification
- Certification regarding debarment, suspension, ineligibility and voluntary exclusion lower tier covered transactions
- Conflict of interest statement
- Lobbying disclosure
- Authorized Individuals
- Taxpayer Identification Number

CERTIFICATION REGARDING TERRORIST FINANCING

By responding to this solicitation, the offeror provides the certification set out below:

1. The Contractor, to the best of its current knowledge, did not provide, within the previous ten years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts, as that term is defined in paragraph 3.
2. The following steps may enable the Contractor to comply with its obligations under paragraph 1:
 - a. Before providing any material support or resources to an individual or entity, the Contractor will verify that the individual or entity does not (i) appear on

the master list of Specially Designated Nationals and Blocked Persons, which is maintained by the U.S. Treasury's Office of Foreign Assets Control (OFAC), or (ii) is not included in any supplementary information concerning prohibited individuals or entities that may be provided by IRI to the Contractor.

- b. Before providing any material support or resources to an individual or entity, the Contractor also will verify that the individual or entity has not been designated by the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the "1267 Committee") [individuals and entities linked to the Taliban, Usama bin Laden, or the Al-Qaida Organization]. To determine whether there has been a published designation of an individual or entity by the 1267 Committee, the Contractor should refer to the consolidated list available online at the Committee's Web site: <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>.
 - c. Before providing any material support or resources to an individual or entity, the Contractor will consider all information about that individual or entity of which it is aware and all public information that is reasonably available to it or of which it should be aware.
 - d. The Contractor also will implement reasonable monitoring and oversight procedures to safeguard against assistance being diverted to support terrorist activity.
3. For purposes of this Certification –
- a. "Material support and resources" means currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safehouses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials."
 - b. "Terrorist act" means –
 - i. an act prohibited pursuant to one of the 12 United Nations Conventions and Protocols related to terrorism (see UN terrorism conventions Internet site: <http://untreaty.un.org/English/Terrorism.asp>); or
 - ii. an act of premeditated, politically motivated violence perpetrated against noncombatant targets by subnational groups or clandestine agents; or
 - iii. any other act intended to cause death or serious bodily injury to a civilian, or to any other person not taking an active part in hostilities in a situation of armed conflict, when the purpose of such act, by its nature or context, is to intimidate a population, or to compel a government or an international organization to do or to abstain from doing any act.
 - iv. "Entity" means a partnership, association, corporation, or other organization, group or subgroup.
 - c. References in this Certification to the provision of material support and resources must not be deemed to include the furnishing of IRI funds or IRI-financed commodities to the ultimate beneficiaries of IRI assistance, such as recipients of food, medical care, micro-enterprise loans, shelter, etc., unless the Contractor has reason to believe that one or more of these beneficiaries commits, attempts to commit, advocates, facilitates, or participates in terrorist

acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

- d. The Contractor's obligations under paragraph 1 are not applicable to the procurement of goods and/or services by the Contractor that are acquired in the ordinary course of business through contract or purchase, e.g., utilities, rents, office supplies, gasoline, etc., unless the Contractor has reason to believe that a vendor or supplier of such goods and services commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

This Certification is an express term and condition of any agreement issued as a result of this application, and any violation of it will be grounds for unilateral termination of the agreement by IRI prior to the end of its term.

Signature: _____

Date: _____

Name: _____

Title/Position: _____

Entity Name: _____

Address: _____

**NARCOTICS OFFENSES AND DRUG TRAFFICKING- KEY INDIVIDUAL
CERTIFICATION**

I hereby certify that within the last ten years:

1. I have not been convicted of a violation of, or a conspiracy to violate, any law or regulation of the United States or any other country concerning narcotic or psychotropic drugs or other controlled substances.
2. I am not and have not been an illicit trafficker in any such drug or controlled substance.
3. I am not and have not been a knowing assistor, abettor, conspirator, or colluder with others in the illicit trafficking in any such drug or substance.

Signature: _____

Date: _____

Name: _____

Title/Position: _____

Entity Name: _____

Address: _____

Date of Birth: _____

NOTICE:

1. You are required to sign this Certification under the provisions of 22 CFR Part 140, Prohibition on Assistance to Drug Traffickers. These regulations were issued by the Department of State and require that certain key individuals of organizations must sign this Certification.
2. If you make a false Certification you are subject to U.S. criminal prosecution under 18 U.S.C. 1001.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 13CFR Part 145. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

Copies of the regulations may be obtained by contacting the person to which this proposal/bid/application/quote is submitted.

1. By signing and submitting this proposal/bid/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/bid/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/bid/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/bid/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: _____

CONFLICT OF INTEREST STATEMENT

IRI is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical capacity.

IRI does not tolerate fraud, collusion among offerors, falsified proposals/bids, bribery, or kickbacks. Any entity or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported to both USAID and the U.S. Office of the Inspector General.

IRI employees and agents are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business. IRI employees and agents engaging in this conduct are subject to termination and will be reported to USAID and the U.S. Office of the Inspector General. In addition, IRI will inform USAID and the U.S. Office of the Inspector General of any supplier offers of money, fee, commission, credit, gift, gratuity, object of value or compensation to obtain business.

By signing this certification, the offeror agrees to:

- Disclose as part of the proposal submission any close, familial, or financial relationships with IRI staff and agents. For example, the offeror must disclose if an offeror's mother conducts volunteer trainings for IRI.
- Disclose as part of the proposal submission any family or financial relationship with other offerors submitting proposals. For example, if the offeror's father owns a company that is submitting another proposal, the offeror must state this.
- Certify that the prices in the bid/proposal/application/quote have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- Certify that all information in the proposal and all supporting documentation are authentic and accurate.
- Certify understanding and agreement to IRI's prohibitions against fraud, bribery and kickbacks.

Please contact IRI Contracts Officer Halina Manno at hmanno@iri.org for any questions or concerns regarding the above information or to report any potential violations.

Signature: _____

Date: _____

Name: _____

Title/Position: _____

Entity Name: _____

Address: _____

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: _____