



**International Foundation
for Electoral Systems**

INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS

(IFES)

**Request for Proposal (RFP) for the development of the Information and
communication system «Political Finance Portal» in Ukraine**

Solicitation # RFP-23-022

July 31, 2023

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 the development of the Information and communication system «Political Finance Portal» in Ukraine in Ukraine. The solicitation provides Bidders with the relevant operational and performance requirements.

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 | July 31, 2023 |
| • Technical Questions/Inquiries Due | August 7, 2023 5pm EST |
| • Answers/Addenda from IFES | August 14, 2023 5pm EST |
| • RFP Closes | August 31, 2023 5pm EST |

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.

Kareina Bakleh
kbakleh@ifes.org

and

Hend Ghobrial
hghobrial@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. TIMELINE / TECHNICAL PROPORSAL** **30 points**
Evaluation will be based on the proposed timeline, technical resources, and comprehensive explanation of processes to ensure high quality of services.
- 2. EXPERIENCE** **25 points**
The evaluation will be based on information about previously completed projects, links to the developed products, and a brief description of the used technologies.
- 3. STAFF QUALIFICATION** **15 points**
Evaluation will be based on number and proved experience of qualified staff that would be involved in the project completion, by reviewing the enclosed CVs of key staff / specialists that will be involved in the proposed project, including their previous relevant experience and the works complete.
- 4. PRICE** **30 points**
The total cost must be reasonable and show efficient use of resources, and additional costs, if any, must be clearly identified. Offers will be compared amongst responsive bidders meeting technical requirements.

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.

Since the resulting contract will be funded by U.S. government funds, the selected winner will be required to certify compliance with the U.S. government regulatory requirement that they not, in connection with the solicitation or contract, obtain, procure or provide any “covered telecommunications equipment or services” or equipment, services or systems that uses “covered telecommunications equipment or services. For further details about this requirement, **please read Annex 3- Section 889 Contractor Certification.**

4 SCOPE OF WORK/GOODS/SERVICES

Within its support to the National Agency on Corruption Prevention (NACP), IFES requires services of developing the software for the Information and communication system «Political finance portal» (ICT POLITDATA 2.0). ICT POLITDATA 2.0 will be an upgrade of POLITDATA 1.0, an ICT system administered by NACP that allows receiving, publishing, and reviewing quarterly financial reports of political parties

in non-election periods. ICT POLITDATA 2.0 will envisage the development of additional electronic modules that will allow electronic reporting by parties, candidates, and other participants of election and referendum processes in all types of elections and referendums. This should simplify the reporting procedures, allow fast publication of campaign finance data in an accessible and machine-readable format, streamline verification of campaign reports by the state oversight institutions, and increase the transparency of campaign finance in general.

Given the uncertainty around the dates of the next elections and the possibility of changes to the Election Code prior to the conduction of the first post-war elections, the development of ICT POLITDATA 2.0 will be divided into two stages.

Stage 2 will be implemented after the completion of Stage 1 taking into account potential legal changes to the Election Code

Stage 1 will include the development of the following modules:

- 1) Business process “Submission and verification of regular political party reports on property, income, expenses, and financial liabilities” (is already in place in ICT POLITDATA 1.0)
- 2) Business process “Submission and verification of financial reports on income to and expenses from election funds in parliamentary elections”
- 3) Business process “Submission and verification of financial reports on income to and expenses from election funds in presidential elections”

Stage 2 will include the development of the following modules:

- 1) Business process “Submission and verification of financial reports on income to and expenses from election funds in local elections”
- 2) Business process “Submission and verification of financial reports on income to and expenses from all-Ukrainian referendum funds”
- 3) Business process “Submission and verification of financial reports on income to and expenses from local referendum funds”
- 4) Business process “Submission and verification of financial reports on income to and expenses from initiative group funds”

The scope of work under Stage 1 should be completed within 6.5 months from the signing of the Contract. The timeline of Stage 2 implementation will be specified no later than after the completion of Stage 1, but approximately envisages 2.5 months for the completion of each of the four business processes (approx. 10 months in total).

Implementation of each stage should include all services related to the whole ICT POLITDATA 2.0:

- development of the technical project;
- development, configuration, and deployment of software (including the integration with information systems of the NACP and data migration) and development of documentation;
- acceptance testing;

- providing instructions;
- trial operation;
- warranty and technical support during the 12 months from the date of acceptance of all services under the corresponding Stage.

The detailed full scope of work is indicated in Annex 1 of this RFP.

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 Geographic Code (applicable to USAID funding only)

IFES' project in Ukraine is funded by United States Agency for International Development (USAID) under Source and Nationality (S/N) Geographic Code 937 (please refer to [22 CFR 228.03](#) for more information). A waiver request may apply to certain offers. If IFES determines a waiver would be necessary, the estimated time required to obtain the waiver will be considered within the "Timeline" in the Evaluation Criteria. IFES encourages all Bidders to consider products that fall under S/N Geographic Code 937 whenever possible.

5.3 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

Qualifications:

- Successful implementation of at least two contracts for the following services during the past five years:
 - Development, transfer, deployment, maintenance, and technical support of similar to requested information systems (automated information systems that have functional and technical characteristics similar to ICT POLIDATA 2.0)
 - Development and deployment of automated exchange between state registers and information databases
- Availability of the following highly qualified personnel:
 - Project manager
 - Analyst of information systems
 - Software architect
 - DBMS administrator
- Availability or access to material and technical base that allows bidder to implement all stages of the project (development, testing, maintenance and technical support) on its own without the

need to use infrastructure of the NACP, including availability of necessary computing power (servers, computers, and other automation means), telecommunication (commutation) powers, and licensed software

- Existence of established secure software development process within the bidder company

Bidders must provide the following information for their Response to be considered:

1. Technical proposal for the development of ICT POLITDATA 2.0, including:
 - detailed description of the proposed architecture of the technical solution;
 - timeline for the development of the system, including Stage 1 and Stage 2;
 - The cost breakdown completed in the template provided in Annex 2.
2. 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)
3. Information on previously completed projects of a similar size and complexity, links to the developed products, and a brief description of the used technologies.
4. References: Contact information for no less than two 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.
5. CV of key staff/specialists, including the four positions indicated in the Qualification section, that will be involved in the proposed project, including their previous relevant experience and the works completed.
6. 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.
7. 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

Bidders must submit Annex 2- Budget for the implementation of their solution for IFES' project as described in this solicitation. Bidders must agree to keep these prices valid for a minimum of 90 calendar days.

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.

IFES is VAT exempt in Ukraine, and the selected contractor must honor this exemption if they are subject VAT in Ukraine.

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.

9 ANNEXES:

9.1 Annex 1 Technical Specifications and SOW

9.2 Annex 2 Budget Template

9.3 Annex 3- Section 889 Contractor Certification.

END OF SOLICITATION.