



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

## INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS

RFP-21-006

### Questions and Answers

December 22, 2020

1. Could IFES kindly confirm the current and, if known, the projected level of IFES staff homeworking as a result of the COVID-19 pandemic? Our query relates to both the IFES office in Arlington, and IFES field offices.

**IFES Responds:** IFES HQ is currently remains in phase 1 (remote work) per our COVID-19 response plan. Some IFES country offices, approximately 12, are currently in phase 2 (limited operations) with limited numbers of office staff working from the country office with appropriate COVID-19 precautions. All country offices are operational, and all international staff are at post with the exception of one due to travel restrictions that remain in place.
2. Does IFES have specific submittal requirements for RFP-21-006 (page limit, font, font size, etc.)?

**IFES Responds:** IFES does not have specific submittal requirements regarding page limit and font. It is up to the bidder to determine the appropriate length of response and style. However, the proposal should be clear and well-organized.
3. In addition to the generosity of global citizens, does IFES receive program funding from any larger international donors or multi-donor sources of funding? If yes, which?

**IFES Responds:** IFES' assistance activities are made possible by a number of bi-lateral donor agencies. We currently receive funding from: United States, Canada, Australia, UK, Switzerland, Germany, and Denmark.
4. How will this contract be awarded – Firm Fixed Price, Time and Materials, hybrid, or other?

**IFES Responds:** This contract will be a Basic Ordering Agreement containing a schedule of rates, with Task Orders issued for specific services as needed.
5. As there is the potential for unforeseen/unscheduled travel costs, how should this be accounted for in the pricing?

**IFES Responds:** It is not necessary to include unforeseen travel costs in the pricing. However, if there is a surcharge for emergency/unexpected travel, please indicate that surcharge in the pricing.

6. Who would the individual(s) identified to execute the work described herein report to?  
**IFES Responds:** IFES' Vice President of Programs oversees the services provided under this anticipated contract.
7. Does IFES currently have an internal security team that the individual(s) identified to execute the work described herein would support, or is this proposal intended to identify a company that will provide the full-scope of security related services to IFES?  
**IFES Responds:** IFES currently receives security management services from a firm that executes work encompassing that contained in the RFP. With this solicitation, IFES seeks to identify a company that will provide the services as described.
8. Can IFES clarify their expectations regarding "provide crisis response capacity?" In other words, if there were a crisis in an area where IFESS has staff, would IFES expect rapid response, on-the-ground support, or remote incident management?  
**IFES Responds:** Crisis response capacity entails remote incident management and coordination with both in country service providers and other contractors with which IFES maintains service agreements for such things as medical and security related evacuations.
9. Can IFES provide the number of staff members in each field office?  
**IFES Responds:** The size of our field or country offices varies widely. They range from 3 to approximately 40.
10. What is the approximate breakdown between host-nation staff and expat staff in IFES field offices?  
**IFES Responds:** IFES field offices are predominately staffed by host-country national staff. On average, there are only 1-2 expat staff per office.
11. Would/could local (in-country) hires work in local IFES offices when needed or would the provider need to provide a work location?  
**IFES Responds:** IFES typically establishes a country or field office when carrying out an in-country project. Host-country national and expat staff work at these locations, however during the COVID-19 pandemic remote work has been the norm.
12. Does IFES domestic and international staff currently receive a baseline security training(s)?  
**IFES Responds:** Yes, all new employees, both domestically based and internationally based, receive basic security training.

13. RFP Section 3.5 Criteria for Selection states that 20 points will be awarded for Timeliness - Response time for requests for information, provision of services, and emergency response. What are the IFES' requirements for the timeliness of these services? How, specifically, will this be evaluated during the bidding process?

**IFES Responds:** Offerors should indicate anticipated response time for each service they plan to provide.