



Request for Proposals

Elections Data Management System Development and Support

Issued: September 14, 2020

Responses Due: October 9, 2020 by 5:00 PM EDT

Vendors may email questions and responses to the following contact:

Johandra Delgado

Senior Program Assistant, Elections Team

jdelgado@ndi.org

National Democratic Institute
455 Massachusetts Ave, NW, 8th Floor
Washington, DC 20001

I. About NDI

The National Democratic Institute (NDI) is a nonprofit, nonpartisan, nongovernmental organization that has supported democratic institutions and practices in every region of the world for more than three decades. NDI receives grants and cooperative agreements to pursue its mission from U.S. Federal agencies, including the U.S. Agency for International Development (USAID) and the Department of State (DOS), as well as grants and service contracts from private and international donors such as the United Nations Development Fund, the U.K. Department for International Development (DFID) and the World Bank, among others.

Since its founding in 1983, NDI and its local partners have worked to establish and strengthen political and civic organizations, safeguard elections and promote citizen participation, openness and accountability in government. NDI works on five continents with political parties, governments, parliaments and civic groups to establish and strengthen democratic institutions and practices. The Institute uses a multinational approach that reinforces the message that while there is no single democratic model, certain core principles are shared by all democracies. That philosophy has been applied in more than 132 countries since NDI's founding. NDI has been a pioneer in the use of technology as an integral component of democratic development. The Institute has helped citizens create and refine tools to advocate, organize and mobilize in ways that encourage governments to be more accountable and create opportunities for citizen-led social and political change.

II. Introduction

The purpose of this request for proposal (RFP) is to identify vendors who can dedicate an estimated 40-80 hours per month for 24 months on an ad hoc basis to develop, refactor and maintain Apollo, Foresight and Magnifier for the National Democratic Institute (NDI) and/or develop new data management systems that conform to NDI best practices. It is expected that all databases would be comprised of five core modules as outlined in the Functional Requirements document (see Annex A) and that each module would be interoperable with one another.

III. Scope of Work

NDI collects data from numerous election observation activities conducted with partners around the world. In support of this work, data management systems are needed to aggregate, sort and manage observer information, and analyze it in an efficient and timely manner. For election day observations, high-speed processing and analysis is required. Prior to election day, the timeline for database deployment is generally within four to six weeks. However, in certain circumstances, less time may be available. In some contexts,

data management systems may also be used to aggregate long-term observation reports from partners several months in advance or after election day.

For those reasons, NDI is seeking vendors who can:

- Provide full-scale development and support to new and/or existing data management systems that can: easily be localized; contain analysis parameters that can be adjusted to collect and manage data; and be adapted for specific geographic and deployment conditions
- Provide support with developing new features and functionality in response to particular requests from NDI or its partners
- Provide support with deploying election data management systems, working with partner groups as needed to ensure they are accessible in host country languages
- Provide assistance in configuring election data management systems to integrate with local telecommunications infrastructure, as many data collection efforts happen through SMS
- Be on standby to assess data management system performance and troubleshoot problems, either working remotely outside of the country where the observation is taking place, or in-country on election day when election data management systems are deployed by NDI or its partners

For the purposes of this RFP, an instance is considered to be a discrete deployment of the database system for an electoral/country context; an event is a defined time period during which a form is active for data entry; a form is a list of structured questions used to capture data from observers/participants; and participants are those individuals attached to a particular form who are expected to submit responses to that form during a given event.

All code developed for NDI will need to be properly versioned and documented.

IV. Criteria for Vendor Selection

The criteria for vendor selection include, but are not limited to, the following:

- Demonstrated knowledge of an interpretive scripting language (e.g. Python, PHP)
- Demonstrated knowledge of relational databases (eg. Postgres, MySQL)
- Knowledge of Cloud Web Services (e.g. AWS) or Digital Ocean
- Experience with quality assurance methodologies and systems preferred
- Demonstrated experience with building products as outlined in Annex A
- Quality of references provided by previous customers of such products
- Ability and willingness to travel to provide in-country support for election observations
- Ability and willingness to provide remote support to election observation activities including outside of normal working hours and on short notice
- Regional expertise or strength

V. Proposal Guidelines and Submission Process

Proposals should include the following information:

- Company profile, including length of time in business, location, core competencies
- An overview of conceptual approach for developing and supporting election data management systems, or provide an example of an existing election data management system (i.e. access to a working system) that fulfills the requirements and reflects one or more of modules as outlined in Annex A
- Description of prior experience, preferably working with other non-governmental organization and/or on election observation missions, including references (i.e. name, email, phone number, title and dates of work) for at least three individuals or organizations who have formerly contracted the vendor's services
- Illustrative budget with a breakdown of costs by major project phase (i.e. requirements gathering, design and consultation, development, testing, launch, hosting and maintenance) reflected as both an hourly and daily rate.
- NDI complies to its own internal policy regarding conflict of interest and vendors must disclose if they have a real or a perceived conflict. As such please disclose of any known past or present relationships with any parties associated with NDI (i.e. applicants should disclose if a member of their Board is also a member of NDI's Board currently or in the past)
- Applicants must certify that the prices offered were arrived at independently and without purpose of restricting competition with other service providers, including but not limited to subsidiaries, and that prices have not been and will not be knowingly disclosed to any other service provider unless required by law.
- If the execution of work to be performed by the vendor requires the hiring of subcontractors, please state clearly in the proposal. NDI will not refuse a proposal based on the use of subcontractors, however retains the right to refuse the subcontractors selected by a vendor.

Please note that NDI intends to use a master services agreement (MSA) mechanism for this engagement. Under this mechanism, the MSA contract itself does not authorize any work or guarantee any payment, but rather establishes agreed-upon rates for the work. The work itself is authorized and issued through statements of work (SOWs), which are subordinate agreements that outline a detailed scope, expected deliverables, and timeframe for a specific project. The SOW also specifies the maximum number of billable hours or days and includes a cost ceiling for the project, in accordance with the rates listed in the MSA. Payment under the MSA can only be made with a fully executed SOW.

All questions should be submitted via email to Johandra Delgado (jdelgado@ndi.org) at the National Democratic Institute by 5:00 pm EDT on September 21, 2020. An FAQs document will be circulated to all vendors within one week of the receipt of questions.

All final proposals should be submitted via email to Johandra Delgado (idelgado@ndi.org) at the National Democratic Institute by 5:00 pm EDT on October 9, 2020.

Early submissions are welcome and appreciated. NDI will evaluate bids based on the vendor's experience, costs and ability to satisfy the proposed tool requirements. NDI may request meetings or calls to discuss proposals and reserves the right to reject any and all bids. NDI also reserves the right to consider bids for modification at any time before an award is made. NDI will not be liable for any costs associated with the preparation, transmittal or presentation of any materials submitted in response to this RFP, but reserves the right to request further information before making an award. Please note that selected vendor(s) would be expected to use NDI's standard contract template, a copy of which is available upon request.

VI. Attachments

- [Annex A: Functional Requirements for Election Data Management System](#)