



## **REQUEST FOR PROPOSALS**

Issue Date: January 10, 2025

Proposal Due Date: January 31, 2025

Anticipated Award Date: February 17, 2025

To Whom It May Concern:

IREX (International Research & Exchanges Board) is seeking quotes from qualified respondents for legal advisory services related to IREX's work as a U.S. Government awardee as well as for investigative services in suspected ethics or compliance violations.

The anticipated award will be a time & materials contract. IREX reserves the right to withdrawal this request for proposal at any time up to the award of the contract.

### **Background**

IREX is a global development and education organization. We strive for a more just, prosperous, and inclusive world—where individuals reach their full potential, governments serve their people, and communities thrive. With a projected annual portfolio of more than \$100 million and more than 600 staff worldwide, we work with partners in more than 100 countries in four areas essential to progress: cultivating leaders, empowering youth, strengthening institutions, and increasing access to quality education and information.

The successful legal services provider will have expertise in all rules and regulations which govern U.S. government issued Grants, Cooperative Agreements, and Contracts such as the Uniform Guidance and the Federal Acquisition Regulation. They will be available on an as-needed basis to provide legal advice and/or investigatory services to support IREX's response to incidents of suspected or potential non-compliance with federal laws and regulations or fraud as they might arise, applying industry best practices of international development agencies to evaluate allegations or suspicions, conduct due diligence checks, complete internal investigation, collect, compile and analyze documents, data and information, examine documents for evidence, inspect relevant e-mail and computer information, conduct interviews, determine predication, prepare reports, brief internal and external parties, and other activities as may be relevant and necessary. The provider may also be requested to review contracts between IREX and non-federal third parties, such as foreign government agencies, foundations, or private vendors.

## **Proposal Requirements**

Legal services providers interested in providing this service to IREX must submit a proposal, including a breakdown of rates or costs as well as qualifications of key personnel, which demonstrates the provider's capacity to provide these services. Each proposal should consist of:

- The name and curriculum vitae or resume of the proposed lead attorney or project manager who will manage the contract with IREX. Key qualifications include:
  - Juris Doctorate and Bar certification
  - Experience working with organizations similar to IREX
  - Demonstrated expertise in relevant U.S. government rules and regulations such as the Uniform Guidance.
- The time and materials rate valid at least from February 1, 2025 – December 31, 2026 of the named lead attorney or project manager as well as rates for any additional staff likely to support the engagement with IREX such as:
  - Lead Attorney or Project Manager
  - Subject Matter Expert
  - Paralegal

\*Additional contractor personnel may be added to support individual engagements as needed at a rate mutually agreed upon by IREX and the selected provider.

- A brief description of the provider submitting the proposal demonstrating organizational capacity (this can be provided in the form of an organizational website if capacity is sufficiently demonstrated)
- The contact information for at least two organizations similar to IREX who can provide a reference on behalf of the proposed provider.

## **Proposal Submission**

If you are interested in furnishing this service, please e-mail a proposal to [rschrader@irex.org](mailto:rschrader@irex.org) Attn: Richard Schrader. If you decide to submit a proposal, it must be received no later than 5:00 p.m. Eastern Standard Time on the closing date indicated above. Late submissions will only be considered if in the best interests of IREX, and then at IREX's sole discretion. All proposals submitted must be valid for a period of not less than sixty (60) calendar days from the closing date indicated above.

## **Proposal Evaluation**

The criteria are listed in descending order starting with the most important factors to be evaluated.

- Overall Price Competitiveness (40%)
- Qualifications of key personnel (40%)
- Organizational capacity (10%)

- Past references (10%)

Evaluation and ranking of proposals will be done by IREX in Washington, DC. IREX may at its discretion ask for additional information or conduct interviews with potential providers.

### **Renewal**

IREX reserves the right, based on availability of funding and vendor performance, to enter into subsequent contractual agreements with the winning provider for a period of up to three years without issuing a new RFP.

### **Contact Information**

Name: Richard Schrader

Title: Deputy Chief Financial Officer (Budget & Compliance)

IREX

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