



NATIONAL
DEMOCRATIC
INSTITUTE

455 Massachusetts Ave NW
Washington, DC 20001
Phone: +1 (202) 728-5500
Fax: +1 (202) 728-5520
www.ndi.org

Request For Proposal - Security Services Provider

August 3, 2020

The National Democratic Institute (NDI) is seeking proposals from Private Security Companies pursuant to identifying a security provider able to provide security and protective services in five (5) key countries where NDI requires ongoing physical security support to include:

- protective security services to include armed and unarmed static and mobile security,
- security assessments, training, and incident management support,

Background

NDI and its local partners work in more than 60 countries around the world, to promote openness and accountability in government by building political and civic organizations, safeguarding elections, and promoting citizen participation. The Institute brings together individuals and groups to share ideas, knowledge, experiences and expertise that can be adapted to the needs of individual countries. To see more details about NDI's global operations please visit our website: www.ndi.org.

NDI operates in challenging environments in which the Institute is vulnerable to a range of threats. NDI frequently contracts assistance from private security companies to support NDI's risk management program, and build infrastructure and capacity within field offices and among NDI staff.

NDI will enter into a Master Services Agreement (MSA) with the successful vendor and issue Task Orders under the MSA for work to be performed. 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 Task Orders, which are subordinate agreements that outline a detailed scope, expected deliverables, and timeframe for a specific project. The Task Order 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 Task Order..

Country-Specific Service Requirements: NDI seeks a provider who can provide the services detailed below in the specific locations indicated. The ability to provide the indicated support in one or all of

these key locations is a requirement for selection of the new incumbent security provider and must be answered in detail for full consideration. Services may be provided directly or through a vetted and approved local partner/affiliate. NDI reserves the right to enter into an agreement with one or multiple vendors in order to meet security service needs. While the scope of this RFP covers the five indicated countries, NDI may seek to expand service to other countries depending on NDI programmatic needs and contractor capabilities.

Note: the majority of NDI program offices globally are on mandatory telework or working at greatly reduced staffing levels and reduced programmatic activity in response to the COVID-19 pandemic. The services described in the RFP are based on an assumption of a return to normal operating procedures at some point in the future, and not representative in all cases of the current COVID-based level of security service requirements for NDI programs.

Respondents should be prepared to provide copies of country-specific licenses, use of force policies (if applicable), and details on local national staff selection and training upon request.

Afghanistan: NDI maintains an office in Kabul as well as a number of regional offices in the provinces. NDI seeks a security provider who can provide:

- A 24/7 manned Ops Center with client access to provide advice, guidance and in-extremis support as needed.
- Fully up to date licensing and regulatory compliance, and strong relationships with local government and security organs.
- Fully developed use of force policy and training for armed components.
- On-going armed static security for the NDI office compound using a local national guard force with local national guard commander and expat oversight.
- Ad hoc secure transport within Kabul for international staff and visitors and local staff as needed using B6 armored vehicles, local national close protection teams, and local national or expat team leads depending on circumstances. Response should be based on an assumption of maximum of 2 x passengers per movement. Please include a brief description of vehicle tracking and emergency equipment provided for movements.
- Ad-hoc secure transport in support of local national staff travel from Kabul to NDI regional offices/work sites in Herat, Nangarhar, Kandahar, and Balkh (staff will generally fly commercial air and be met by escort on arrival).
- Regular high-quality intelligence and risk reporting on a daily/weekly/monthly basis, real-time incident reporting, and movement, event, and locational risk assessments as needed.
- Capacity to provide QRF/extraction/evacuation support to NDI staff movements/work locations as needed.

Iraq: NDI maintains a presence in both Erbil and Baghdad, with periodic travel to Kirkuk, Basra, Mosul and potentially other locations by both international and local staff. NDI seeks a provider with the capacity to provide:

- A 24/7 manned Ops Center with client access to advice, guidance and in-extremis support as needed.
- Fully up to date licensing and regulatory compliance, and strong relationships with local government and security organs.
- Fully developed use of force policy and training for armed components.
- Ad hoc secure transport in Baghdad with B6 armored vehicles, local national close protection team, and local national or expat team lead depending on circumstance. Response should be based on an assumption of maximum of 2 x passengers per movement. Please include a brief description of vehicle tracking and emergency equipment provided for movements.
- Ad hoc secure transport in Erbil, Sulaymaniyah, and Dohuk using soft skin or B6 armored

vehicles with local national close protection team and local national or expat team lead depending on circumstances. Response should be based on an assumption of maximum of 2 x passengers per movement.

- Capacity to provide armed and unarmed static security in both Baghdad and Erbil as needed.
- Regular high-quality intelligence and risk reporting on a daily/weekly/monthly basis, real-time incident reporting, and movement, event, and locational risk assessments as needed.
- Capacity to provide QRF/extraction/evacuation support to NDI staff movements/work locations as needed.

Libya: NDI maintains a presence in Tripoli consisting of an office compound and local staff. International staff and visitors travel in from Tunis and other locations on a regular basis. Depending on developments in the security environment, a long term international presence may be implemented.

- A 24/7 manned Ops Center with client access to advice, guidance and in-extremis support as needed.
- Fully up to date licensing and regulatory compliance, and strong relationships with local government and security organs.
- Fully developed use of force policy and training for armed components.
- Ad hoc secure transport in Tripoli with B6 armored vehicles, local national close protection team, and local national or expat team lead depending on circumstance. Response should be based on an assumption of maximum of 2 x passengers per movement. Please include a brief description of vehicle tracking and emergency equipment provided for movements.
- Capacity to provide armed and unarmed static security in Tripoli as needed.
- Regular high-quality intelligence and risk reporting on a daily/weekly/monthly basis, real-time incident reporting, and movement, event, and locational risk assessments as needed.
- Capacity to provide QRF/extraction/evacuation support to NDI staff movements/work locations as needed.
- Capacity to provide ad hoc and long term secure accommodation in Tripoli to NDI international staff and travelers.

Nigeria: NDI maintains a large office compound in Abuja with a large local national staff and expat country director. The program engages in frequent regional travel and the organization of large scale events and training in many states, and has the potential for travel to all regions of the country except for active conflict zones. The selected security provider must be able to provide:

- A 24/7 manned Ops Center with client access to advice, guidance and in-extremis support as needed.
- Fully up to date licensing and regulatory compliance, and strong relationships with local government and security organs.
- Fully developed use of force policy and training for armed components.
- Ad hoc Secure transport in Abuja and the South West, South South, North Central, and North West Regions using security trained drivers, 4 x 4 soft skin principal vehicles, and with provision for MOPOL escort and local national or expat team lead depending on circumstance. Please include a brief description of vehicle tracking and emergency equipment provided for movements.
- Ad hoc provision of B6 armored vehicles for secure transport of higher profile visitors in FCT and Lagos as needed.
- Secure airport transfers in Lagos for transiting passengers as needed.
- Regular high-quality intelligence and risk reporting on a daily/weekly/monthly basis, real-time incident reporting, and movement, event, and locational risk assessments as needed.
- Capacity to provide QRF/extraction/evacuation support to NDI staff movements/work locations as needed.

Mali: NDI maintains a self managed office compound in Bamako with a large local national staff and expat leadership and program management. Programmatic work is primarily in Bamako, and four key areas of intervention: Mopti, Segou, Sikasso, and Kayes. The selected security provider must be able to provide:

- A 24/7 manned Ops Center with client access to advice, guidance and in-extremis support as needed.
- Fully up to date licensing and regulatory compliance, and strong relationships with local government and security organs.
- Fully developed use of force policy and training for armed components.
- High quality un-armed static guard services for the NDI compound in Bamako
- Provision of electronic security measures to include CCTV, alarms systems, and electronic vehicle tracking with response capacity
- Secure transport in Bamako, as well as secure transport to/from Mopti, Segou, Sikasso, and Kayes using 4x4 soft skin vehicles and with provision for armed FAMA escort as needed. Please include a brief description of vehicle tracking and emergency equipment provided for movements.
- Regular high-quality intelligence and risk reporting on a daily/weekly/monthly basis, real-time incident reporting, and movement, event, and locational risk assessments as needed.
- Capacity to provide QRF/extraction/evacuation support to NDI staff movements/work locations as needed.

Vendor Responses

Respondents are to provide a response/capacity statement to NDI for each of the countries outlined above, outlining their technical solution for the service requirements. If the execution of work to be performed by the vendor requires the hiring of subcontractors, it must clearly be stated this in the proposal. NDI will not refuse a proposal based upon the use of subcontractors, however, retains the right to refuse the subcontractors selected by a vendor.

Support for NDI's Medical and Security Evacuation Services.

NDI contracts with International SOS for medical and security evacuation services, and *itinerary* tracking of travelers. The successful vendor will be expected within the MSA to work with NDI and International SOS for the timely evacuation of staff once a determination has been made by DC-HQ Operations Team that this is the required course of action.

Consultant Definitions

Foreign National Security Consultant: an employee of the company or its partner from a country other than that where the work is to be performed, having not less than 10 years experience in a NATO-country military, specialist policing or intelligence organization (or demonstrated equivalent), and not less than 5 years experience post-career as a provider of specialist security consulting services.

Host Country National Security Consultant: an employee of the company or its partner from the country where the work is to be performed, having not less than 10 years experience in a military, specialist policing or intelligence organization of that country, and not less than 3 years experience post-career as a provider of specialist security consulting services.

NDI may ask for resumes of consultants identified by a company to provide services for NDI.

Scopes of Work and Administrative Process

Scopes of work are developed by the NDI DC-HQ Operations Team in conjunction with the Resident Country Director. A Task Order initiated under an MSA for execution by the service provider will be generated and outline:

- the service to be provided
- the number of days allowed for the service
- the rate for the service
 - Rates are drawn from the schedule of fees delivered as part of the proposal

On completion of work NDI expects to be invoiced within 15 days for work performed, unless the Task Order stipulates ongoing services, in which case the service provider will submit a monthly invoice.

- NDI's required Task Order template is attached.
- NDI's required Invoice template is attached.

Duration of Agreement and Master Entity

NDI expects a Master Services Agreement to remain in place for 24 months. NDI expects to contract with, be invoiced by, and remit payment to, a single entity for the total of the work to be performed, regardless of the internal structure of the successful vendor. This includes where a vendor's internal arrangements may have work performed by a third-party partner or subsidiary.

Invoice Payments

NDI will make payments on invoices submitted to the entity and its bank account identified as the Master Entity in the MSA.

Submission of Rates

NDI expects that the successful vendor's rates will differ by service and per country. The vendor's pricing proposal should be submitted:

- Per country
- Be in U.S dollars
- Be structured to remain consistent for the duration of the contract

Proposal Completion

Proposals will contain the following as a mandatory condition of submission:

1. Company Name, Corporate Address and Website Information
2. Company History
3. Point of Contact for ***ALL NDI enquiries on the administration of the agreement***
4. General details of staff recruitment, vetting and training.
5. Details of previous experience, including with comparable NGO's
6. Details of insurance and indemnities coverage
7. Completion of NDI templates:
 - a. Banking Information

Applicable Currency

All rate information is to be provided in US Dollars

Contract Process

NDI's standard contract for Master Services Agreements will be completed on the conclusion of the bid process, and sent to successful bidders for legal review prior to agreement and signature.

Submission Date and Format

Proposals are due to NDI by **September 15, 2020** and should be sent via email only to ghughes@ndi.org and dreilly@ndi.org

Submissions received after the above date may be disqualified. Proposals will be submitted in electronic PDF copy only.

Respondents are not to contact any NDI staff or field office directly with queries.

The sole points of contact for this RFP are:

Geoff Hughes

Director, Global Security and Operations

National Democratic Institute

455 Massachusetts Ave | Washington DC 20001

+1 (202) 728-6320 (Office)

+1 (202) 386-2883 (24 hr Mobile)

geoffhughes (Skype)

Daniel Reilly

Senior Security Manager

National Democratic Institute

455 Massachusetts Ave | Washington DC 20001

+1 (202) 728-5646 (Office)

+1 (202) 468-9210 (24 hr Mobile)

danielf4f (Skype)

NDI reserves the right to reject any and all bids. NDI reserves the right to consider bids for modification at any time before a contract is awarded. NDI shall not be liable for any costs associated with the preparation, transmittal, or presentation of any materials submitted in response to the RFP. NDI will evaluate bids based on the vendor's ability to meet the description of product needed, experience and price.

Task Order Template

Vendor	
Master Services Agreement #	
Task order #	
POC	
Program	
Project Code(s)	
Effective Dates	

Scope of Work	Days	Rate
Total		

Signed

Date:

Geoff Hughes
Director, Global Security and Operations
 National Democratic Institute
 455 Massachusetts Avenue
 Washington DC 20001
 +1 (202) 728-6320

Signed

Date:

(Name)
 (Title)
 (Company)

 (Contact Information)

Invoice Format

Invoice #	
Master Services Agreement #	
Task order #	
POC	
Effective Dates	

Scope of Work	Days	Rate
Total		

Signed
Date:

Geoff Hughes
Director, Global Security and Operations
National Democratic Institute
455 Massachusetts Avenue
Washington DC 20001
+1 (202) 728-6320

Signed
Date:

(Name)
(Title)
(Company)

(Contact Information)

Bank Information

Account Name	
Account Number	
Bank Name	
Bank Branch and Address	
Bank SWIFT Code/ABA	
Sort Code	