



International Foundation
for Electoral Systems

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INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS

(IFES)

Request for Proposals for Training of Election Commissioners in Ukraine

RFP/14/173

8/13/2014

TABLE OF CONTENTS

1 INTRODUCTION.....2

1.1 PURPOSE.....2

1.2 COVERAGE & PARTICIPATION2

2 GENERAL INFORMATION4

2.1 THE ORGANIZATION4

2.2 SCHEDULE OF EVENTS4

3 PROPOSAL PREPARATION INSTRUCTIONS4

3.1 BIDDER’S UNDERSTANDING OF THE INQUIRY4

3.2 GOOD FAITH STATEMENT5

3.3 COMMUNICATION5

3.4 PROPOSAL SUBMISSION5

3.5 CRITERIA FOR SELECTION.....6

3.6 SELECTION AND NOTIFICATION6

4 SCOPE OF WORK.....6

5 FUNCTIONAL REQUIREMENTS.....6

5.1 TIMELINE.....8

5.2 LICENSE, CLEARANCE AND APPROVALS.....8

6 QUALIFICATIONS & REFERENCES9

7 BUDGET & ESTIMATED PRICING9

8 ADDITIONAL TERMS & CONDITIONS.....9

8.1 NON-DISCLOSURE AGREEMENT9

8.2 COSTS9

8.3 INTELLECTUAL PROPERTY10

8.4 BIDDER’S RESPONSES10

8.5 PARTIAL AWARDING10

8.6 NO LIABILITY10

8.7 ENTIRE RFP.....10

9 BIDDER CERTIFICATION10

SCHEDULE “A” PREAWARD SURVEY ERROR! BOOKMARK NOT DEFINED.

SCHEDULE “B” BUDGET TEMPLATE ERROR! BOOKMARK NOT DEFINED.23

1. INTRODUCTION

1.1 Purpose

The International Foundation for Electoral Systems (IFES) invites Ukrainian civil society organizations (CSOs) to submit a proposal for an election training project in one or more of 8 regions; the Kharkiv,

Kyiv, Donetsk, Odessa, Lviv, Volyn', Cherkassy region, and the Dnipropetrovs'k regions prior to the upcoming early parliamentary elections expected in October 2014.

The 8 regions include the following oblasts:

#	Region	Oblasts
1	Kharkiv	Kharkivska, Poltavska, Sumska
2	Dnipropetrovsk	Dnipropetrovska, Zaporizka
3	Donetsk	Donetska, Luganska,
4	Kyiv	Kyiv, Kyivska oblast, Chernigivska oblast
5	Odessa	Odeska, Mykolayvska, Khersonska
6	Lviv	Lvivska, Ivano-Frankivska, Chenivetska, Zakarpatska
7	Volyn	Volynska, Ternopil'ska, Khmelnytska, Rivnenska
8	Cherkassy	Cherkasska, Kyrovograd'ska, Vynnytska, Zhytomyrska

Funding for this project will be provided through under IFES' Building the Capacity of Electoral and Political Actors Program, which is funded by the Canadian Department of Foreign Affairs, Trade and Development (DFATD). IFES will select one or more CSO to coordinate the training of election commission members for the eight Regions. The selected CSOs will be awarded a cost reimbursable subaward agreement. The CSOs will work in close coordination with IFES, the CEC, and District Election Commissions (DECs).

1.2 Objectives and Expected Results

IFES's support to the CEC training of election commission members seeks to:

1. Ensure that election commission members have the knowledge, skills and professionalism they need to successfully implement early parliamentary elections in October 2014;
2. Strengthen the capacity of the CEC to develop and implement training programs for election commission members without assistance in future elections;

3. Gather data and identify lessons learned on how best to train members of election commissions.

2. GENERAL INFORMATION

2.1 The Organization

The International Foundation for Electoral Systems (IFES) is an independent, non-governmental organization providing professional support to electoral democracy. IFES promotes democratic stability by providing technical assistance and applying field-based research to the electoral cycle worldwide to enhance citizen participation and strengthen civil societies, governance and transparency.

IFES reserves the right not to enter into any contract, to add and/or delete elements, or to change any element of the coverage and participation **prior to the award** without prior notification at any time without any liability or obligation of any kind or amount.

2.2 Schedule of Events

The following tentative schedule will apply to this Request for Proposal (RFP), but it may change in accordance with the IFES' needs or unforeseen circumstances. Changes will be communicated by e-mail to all bidders.

- Issuance of RFP on 14 August 2014 Ukraine time Noon
- Technical Questions/Inquiries Due by 15 August 2014 Ukraine time 5 PM
- Answers/Addenda from IFES on 18 August 2014 US EDT COB
- RFP Closes on 27 August 2014 Ukraine time 5 PM

3. PROPOSAL PREPARATION INSTRUCTIONS

3.1 Bidder's Understanding of the Inquiry

In responding to this RFP, the Bidder accepts full responsibility to understand the RFP in its entirety, and in detail, including making any inquiries to IFES as necessary to gain such understanding. IFES reserves the right to disqualify any Bidder who demonstrates less than such understanding. Further, IFES reserves the right to determine, at its sole discretion, whether the Bidder has demonstrated such understanding. Such disqualification shall be at no fault, cost, or liability whatsoever to IFES.

3.2 Good Faith Statement

All information provided by IFES in this RFP is offered in good faith. Individual items are subject to change at any time. IFES makes no certification that any item is without error. IFES is not responsible or liable for any use of the information or for any claims asserted there from.

3.3 Communication

Verbal communication shall not be effective unless formally confirmed in writing by a specified procurement official in charge of managing this RFP process. In no case shall verbal communication govern over written communication.

- 3.3.1 **Bidders' Inquiries.** Applicable terms and conditions herein shall govern communications and inquiries between IFES and Bidders as they relate to this RFP. Inquiries, questions, and requests for clarification related to this RFP are to be directed in writing to:

Attention: Elizabeth Durbin
Fax: +1 202 350 6701
E-mail: edurbin@ifes.org

- 3.3.2 **Formal Communications** shall include, but are not limited to:

- Questions concerning this RFP must be submitted in writing.
- Errors and omissions in this RFP and enhancements. Bidders shall recommend to IFES any discrepancies, errors, or omissions that may exist within this RFP. With respect to this RFP, Bidders shall recommend to IFES any enhancements, which might be in IFES best interests.
- Inquiries about technical interpretations must be submitted in writing.
- Addenda to this RFP.

- 3.3.3 **Addenda:** IFES will make a good-faith effort to provide a written response to the questions or request for clarification that requires addenda per the *Schedule of Events in 2.2*.

3.4 Proposal Submission

Its mandatory for bidders to send proposals in electronic copy via e-mail to both Elizabeth Durbin at edurbin@ifes.org and David Ennis at dennis@ifes.org on or prior to the closing date and time shown in the *Schedule of Events in 2.2*.

3.5 Criteria for Selection

The evaluation of each response to this RFP will be based on its demonstrated competence, compliance, format, and organization. The purpose of this RFP is to identify those suppliers that have the interest, capability, and financial strength to supply IFES with the product and service identified in the Scope of Work.

Evaluation Criteria:

- | | |
|---|-----|
| 1. Technical Proposal | 25% |
| 2. Budget Proposal | 15% |
| 3. Timeline | 35% |
| 4. Bidder's Experience/Past Performance | 25% |

3.6 Selection and Notification

Bidders determined by IFES who possess the capacity to compete for this contract will be selected to move into the negotiation phase of this process. Written notification will be sent to these Bidders via email. Those Bidders not selected for the negotiation phase will not be notified.

SCOPE OF WORK

Working closely with IFES, the CSO will:

1. In accordance with requirements provided by IFES, recruit no fewer than 25 qualified candidates for trainers to conduct DEC and PEC trainings in each Region;
2. Taking into account IFES recommendations, to hire in each Region the number of trainers indicated below

Region	Number of trainers to be hired
Kharkiv region	18
Dnipropetrovs'k region	16
Donetsk region	22

Kyiv region	20
Odessa region	16
Lviv region	18
Volyn' region	16
Cherkassy region	18

3. Organize and deliver a preliminary briefing for trainers selected to work in the Project Region to provide them with information about the IFES training program and prepare them to attend a Training of Trainers seminar (the TOT), which will be organised by IFES in Kyiv (date to be announced);
4. Facilitate the participation of the trainers in the TOT;
5. Oversee the process of training of district and precinct election commissions in each Region, by:
 - a. developing a budget of scheduled activities based on a template that IFES will provide;
 - b. in coordination with IFES and the CEC, determine the date, time and venues of the trainings;
 - c. in coordination with IFES and the CEC, preparing the venues for DEC/PEC trainings that have been identified by the CEC;
 - d. monitoring and supporting the work of trainers during the period when DEC and PECs are being trained period;
 - e. organizing transportation for trainers to the DEC and PEC trainings within their assigned regions;
 - f. paying the trainers their consulting fees on IFES's behalf;
 - g. provide trainers with training materials provided by IFES;
 - h. ensuring that trainers have video projectors, screens and other equipment needed for the trainings, (if such equipment is not already available at the training venue or in the possession of the trainers);
 - i. provide light refreshments for participants in election commission trainings (e.g. coffee & tea, cookies or snacks);

- j. report periodically to IFES about the organization and progress of DEC/PEC trainings;
 - k. present detailed activity reports on a schedule and in formats to be determined by IFES.
6. Submit monthly and financial reports in a form acceptable to IFES,
 7. Organize and conduct a system of monitoring and evaluation of the monitoring of PEC members trainings in accordance with guidelines provided by IFES.

FUNCTIONAL REQUIREMENTS

An applying local NGO must:

- Be an NGO legally registered by the Ministry of Justice or its regional departments;
- Have a strong, established financial management and reporting system;
- Must not be affiliated with any political parties or engaged in any political activities;
- Prior experience and demonstrated expertise in implementation of training related projects, and prior history of successfully managing project grants and contracts;
- Proposals submitted to the competition must be original and the sole work of the applicant organizations.
- Professional monitoring and evaluation mechanisms using performance indicators are used to measure interim and final results;
- Must have the organizational capacity to implement the project in a timely and effective manner, and comply with the managerial, financial and administrative requirements of the grant.

3.7 Timeline

Bidder must submit timeline (preferably in the form of a Gantt chart) in the proposal showing the time required to recruit and hire staff, to prepare and schedule the training events, and carry out the training events as required. consolidate the products. IFES expects all training events to be completed on or about September 30, 2014, all technical reporting to be completed by October 3, 2014 and Financial reporting completed by October 31, 2014.

3.8 License, Clearance and Approvals

In the presence of any local legal requirement to produce or deliver the products and/or services described in the Scope of work, the Bidder will include the time needed to obtain possible, licenses, clearances and/or approvals in the timeline.

4. QUALIFICATIONS & REFERENCES

The applying CSO(s) must provide the following information in order for their proposal to be considered:

1. A brief outline of the company and services offered, including:
 - Full legal name and address of the company
 - Full legal name of company's President and / or Chief Executive Officer
 - Registration Documents
2. Evidence of successful completion of a project of a similar size and complexity.
3. References: Contact information for no less than three references from projects similar in size, application, and scope and a brief description of their implementation (including location and year)
4. A completed IFES Pre-Award Survey – Schedule A

5. BUDGET & ESTIMATED PRICING

The applying CSO(s) fill out the following cost breakdown for the implementation of their solution for IFES's project as described in this RFP. The Bidder must agree to keep these prices valid for minimum 90 calendar days.

The Budget must be in US Dollars (USD) because these contracts with the selected Bidders will be with IFES HQ in Washington DC. Payments will be made by the HQ office as well to comply with Ukrainian banking regulations. Unit costs are required and in the case of discrepancies between unit price and total price, the unit price will be taken as reference basis in the evaluation. Budget Narratives will also be required which explain how cost items are defined and determined.

The Budget Template is attached as Schedule B. A bidder may receive an Excel template for the budget by contacting Elizabeth Durbin at edurbin@ifes.org or Yulia Shypilova at y.shypilova@gmail.com

6. ADDITIONAL TERMS & CONDITIONS

6.1 Non-Disclosure Agreement

- IFES reserves the right to require the Bidder to enter into a non-disclosure agreement.

6.2 Costs

The RFP 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. All Responses and supporting

documentation shall become the property of IFES, subject to claims of confidentiality in respect of the Response and supporting documentation.

6.3 Intellectual Property

The CSOs should not use any intellectual property of IFES including, but not limited to, all logos, registered trademarks, or trade names of IFES, at any time without the prior written approval of IFES, as appropriate.

6.4 Bidder's Responses

All accepted Responses shall become the property of IFES and will not be returned.

6.5 Partial Awarding

IFES reserves the right to accept all or part of the quotation when awarding the purchase order.

6.6 No Liability

IFES reserve the right to accept or reject any quotation or 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:

- Arising out of, by reason of, or attributable to, the Bidder responding to this RFP; or
- As a result of the use of any information, error, or omission contained in this RFP document or provided during the RFP process.

6.7 Entire RFP

This RFP, any addenda to it, and any attached schedules, constitute the entire RFP. Bidder Certification

This certification attests to the Bidder's awareness and agreement to the content of this RFP and all accompanying calendar schedules and provisions contained herein.

The Bidder must ensure that the following certificate is duly completed and correctly executed by an authorized officer of your company.

This proposal is submitted in response to RFP/14/173 issued by IFES. The undersigned is a duly authorized officer, hereby certifies that:

(Bidder Name)

agrees to be bound by the content of this proposal and agrees to comply with the terms, conditions, and provisions of the referenced RFP and any addenda thereto in the event of an award. Exceptions are to be noted as stated in the RFP. The proposal shall remain in effect for a period of 90 calendar days.

The undersigned further certify that their firm (check one):

- IS
- IS NOT

currently debarred, suspended, or proposed for debarment by any federal entity. The undersigned agree to notify IFES of any change in this status, should one occur, until such time as an award has been made under this procurement action.

Person[s] authorized to negotiate on behalf of this firm for purposes of this RFP are:

Name:	_____	Title:	_____
Signature:	_____	Date:	_____
Name:	_____	Title:	_____
Signature:	_____	Date:	_____

Signature of Authorized Officer:

Name:	_____	Title:	_____
Signature:	_____	Date:	_____

**PRE-AWARD SURVEY
OF ACCOUNTING SYSTEMS
AND FINANCIAL CAPABILITY QUESTIONNAIRE**

**FOR
NON-US NGO SUBRECIPIENTS**

Acceptance of a subaward from **IFES** creates a legal duty on the part of the subrecipient to use the available funds in accordance with the provisions of the subaward and applicable U.S. Federal regulations.

The purpose of this questionnaire is to provide IFES with current information to assess the financial and organizational capacity of a prospective subrecipient and to identify any need for technical assistance to ensure proper accountability in the event a subaward is made. All information requested in the questionnaire should be answered in English as completely as possible, using supplemental sheets if necessary.

The subrecipient's questionnaire should be returned to IFES as soon as possible. If the proposal is accepted for consideration, the subrecipient's completed questionnaire must be received prior to the issuance of a subaward by IFES.

SECTION A: General Information

Please complete this section which provides general information on your organization.

Legal Name of Organization _____

Mailing Address _____

Street Address _____
(if different)

Telephone _____ Fax Number _____ Other (Email) _____

1. What is your organization type (profit, non-profit, private volunteer organization, university, etc.)?

2. Is your organization incorporated or registered?

Yes: No:

3. When and where was your organization incorporated or registered?

Please provide a copy of your organization's incorporation or registration certificate.

Enclosed: Not enclosed (Explain):

4. What is your organization's tax status?

5. Please provide a copy of any information which describes your organization, its mission and history:

Enclosed: Not enclosed (Explain):

6. Is your organization affiliated with any other organization:

Yes: No:

If yes, please provide details:

7. Please list the names of the following individuals:

President/Director _____

Secretary _____

Chief Financial Officer _____

Controller/Accountant _____

8. List the number of employees of your organization:

Full-Time Employees: _____ Part-Time Employees: _____ Consultants: _____

9. Enter the beginning and ending dates of your organization's fiscal year:

From (Month, Day) _____ To (Month, Day) _____

10. Financial Information. Please complete the requested information and provide a copy of your most recent financial reports.

Current year information (indicate period) _____

Revenues: U.S.D. \$ _____ Local Currency : _____

Expenses: U.S.D. \$ _____ Local Currency : _____

Assets U.S.D. \$ _____ Local Currency : _____

Liabilities: U.S.D. \$ _____ Local Currency : _____

Exchange Rate: _____ per \$1 U.S.D.

Prior year information (indicate period) _____

Revenues: U.S.D. \$ _____ Local Currency : _____

Expenses: U.S.D. \$ _____ Local Currency : _____

Exchange Rate: _____ per \$1 U.S.D.

11. Will your organization have other sources of U.S. Government funds during the period of the IFES subaward

Yes: No:

If Yes, what is the estimated value of U.S. Government funding that your organization receives per year?

\$ _____

SECTION B: Internal Controls

Internal controls are procedures which ensure that: 1) financial transactions are approved by an authorized individual and are consistent with laws, regulations, and the organization's policies, 2) assets are maintained safely and controlled, and 3) accounting records are complete, accurate, and are maintained on a consistent basis.

Please complete the following questions concerning your internal controls:

1. List the name and position title for the following area(s):

- Responsible for cash, bank accounts, or equipment.

Cash: _____

Bank Account: _____

Equipment: _____

- Responsible for reviewing expenditures to make sure they are allowable.

- Responsible for keeping all receipts and other documentation to support expenses charged to this grant.

- Responsible for signing checks.

- Responsible for maintaining the accounting records.

- Responsible for reconciling bank statements to the accounting records.

- Responsible for preparing financial and narrative reports.

2. Describe the types of reconciliations performed, and how frequently they are performed.

Type of reconciliation

Frequency

_____	_____
_____	_____
_____	_____
_____	_____

3. Are timesheets maintained for each employee who is paid?

Yes: No:

4. Is each employee's salary documented in an employment letter or contract?

Yes: No:

5. Do you maintain inventory records?

Yes:

No: (if no, explain)

6. How often do you check inventory records to the actual inventory?

SECTION C: Accounting system

The purpose of an accounting system is to: 1) accurately record all financial transactions, and 2) ensure that financial transactions are supported by invoices, timesheets or other documentation. The type of accounting system often depends upon the size of an organization. Some organizations may have computerized accounting systems while others use a manual system to record each transaction in a ledger.

In all cases, IFES' subaward funds must be properly authorized, used for the intended purpose and recorded in an organized and consistent manner.

1. Briefly describe your organization's accounting system. At a minimum, describe: a) any manual ledgers used to record transactions (general ledger, cash disbursements ledger, accounts payable ledger, etc); b) any computerized accounting system used (please indicate the type); c) how recorded transactions are summarized for financial reporting purposes, and d) the frequency of financial reports.

2. Do you have written accounting policies and procedures?

Yes: No:

3. Are your financial reports prepared on a:

Cash basis: Accrual basis:

4. Can the accounting records identify the receipts and payments of an IFES grant from the receipts and payments of other activities?

Yes: No:

5. Can the accounting records summarize payments by budget category?

Yes: No:

6. How will you ensure that line item and overall budget limits for the IFES subaward will not be exceeded?

7. Do you maintain invoices, vouchers, and timesheets for all payments made from subaward funds?

Yes: No:

8. Are there any circumstances in which invoices, vouchers, and timesheets cannot or will not be obtained?

Yes: (explain) No:

9. Briefly describe your organization's system for filing and maintaining supporting documentation.

10. Will you be able to maintain accounting records including invoices, vouchers, and timesheets for at least three years after the final financial report is submitted?

Yes: No: (explain)

11. Do you have an audited indirect cost rate?

Yes: (enclose approved rates) No:

SECTION D: Funds Control

IFES' subrecipients receiving advances of subaward funds must maintain a separate bank account for IFES' funds. Access to the bank account should be limited to authorized individuals. Bank balances should be reconciled periodically to the accounting records. If cash cannot be maintained in a bank, it is very important to have strict controls over its maintenance and disbursement.

1. Can a separate bank account be established just for IFES' subaward funds?

Yes: No:

2. Will any cash from IFES funds be maintained outside the bank (in petty cash form, etc.)?

Yes: No:

If yes, please explain the amount of funds to be maintained, the purpose and person responsible for safeguarding these funds.

3. If you don't have a bank account, what do you do to make sure that cash is maintained safely?

4. If IFE'S subaward funds will be held in a non-U.S. bank, please answer the following:

a. Are bank deposits insured by the government?

Yes: No:

b. Do you intend to convert U.S. currency to foreign currency?

Yes: No:

c. Are there any government restrictions on the number of bank accounts a single organization may maintain?

Yes: No:

d. Are there any government or bank restrictions on the use of checks for making payments or withdrawals? (Please explain.)

Yes: No:

e. Are checks usually accepted by vendors?

Yes: No:

f. Will it be possible for you to establish a bank account in U.S. dollars?

Yes: No:

g. Are there any government or bank restrictions, taxes, or other charges that will be placed on U.S. dollar bank accounts? (Please explain.)

Yes: No:

h. Are there any taxes or other charges when converting U.S. dollars to local currency? (Please explain).

Yes:

No:

SECTION E: Audit

IFES' subaward provisions may require an audit to be performed of your accounting records. Please provide the following information on prior audits of your organization.

1. Have external accountants ever performed an audit of your organization's financial statements?

Yes: No:

2. If an audit was performed, please provide this office with a copy of your most recent report.

Enclosed:

3. Does your organization have regular audits?

Yes: No:

a. If yes, who performs the audit and how frequently is it performed?

b. If you receive an IFES' subaward, will IFES' subaward funds be included in such an audit?

Yes: No: N/A (not applicable):

c. If yes, would it appear as a separate project?

Yes: No: N/A:

d. Would the report be prepared in, or translated into English?

Yes: No: N/A:

4. Are there any reasons (local condition, laws, or institutional circumstances) that would prevent an independent accountant from performing an audit of your organization?

Yes: No:

If yes, please provide details:

Prepared by:

Printed Name

Signature

Title

Date

Approved by:

Printed Name

Signature

Title

Date

Please include any additional comments here:

Please Note: You can delete and add lines as needed or group and ungroup rows and columns.

Project Period
0/0/2014 - 0/0/2014

Title/Category	Name	Rate	Per	Units	Rate	Amount
I. DIRECT LABOR - (Labor & Benefits)						
<i>Cooperating Country Nationals (CCNs)</i>						
TBD	TBD	0	/month	0	0	\$0
TBD	TBD	0	/month	0	0	\$0
Subtotal Cooperating Country Nationals (CCNs)						
\$0						
<i>CCN Benefits</i>						
<i>Severance</i>						
<i>13 Month</i>						
<i>Medical</i>						
<i>Other (detail)</i>						
Subtotal CCN Benefits						
\$0						
I. Total Direct Labor (CCN) (Labor & Benefits)						
\$0						
2. CONSULTANTS						
<i>Local Consultants - (Trainers/Facilitators)</i>						
Consultant -1		0	/day	0	0	\$0
Consultant -2		0	/day	0	0	\$0
Consultant -3		0	/day	0	0	\$0
Consultant -4		0	/day	0	0	\$0
Consultant -5		0	/day	0	0	\$0
Consultant -6		0	/day	0	0	\$0
Consultant -7		0	/day	0	0	\$0
Consultant -8		0	/day	0	0	\$0
Consultant -9		0	/day	0	0	\$0
International Consultants - (In the Field)						
Consultant -1		0	/day	0	0	\$0
Consultant -2		0	/day	0	0	\$0
Subtotal International Consultants - (In the Field)						
\$0						
<i>International Consultants (Domestic Days)</i>						
Consultant -1		0	/day	0	0	\$0
Consultant -2		0	/day	0	0	\$0
Subtotal Home Office Consultants						
\$0						
<i>Direct International Consultant Danger Pay</i>						
<i>Danger Pay - Consultants</i>						
0% /consultant fee						
Subtotal Direct International Consultant Danger Pay						
\$0						
2. Total Consultants						
\$0						
3. TRAVEL, TRANSPORTATION & PER DIEM						
All information is restricted and confidential information that shall not be used or disclosed except for evaluation purposes.						

Please Note: You can delete and add lines as needed or group and ungroup rows and columns.

Project Period
0/0/2014 - 0/0/2014

Title/Category	Name	Rate	Per	Units	Rate	Amount
In-Country Travel (Field)						
	Air/Train/or Bus Fare (Origin/Destination)	0	/round trip	0	0	\$0
	Perdiem (Lodging) - City	0	/day	0	0	\$0
	Perdiem (M&IE) - City	0	/day	0	0	\$0
	Airport Transportation	0	/trip	0	0	\$0
Subtotal In-Country Travel (Field)						
						\$0
Field Office - Local Transportation (Field)						
	Local Transportation	0	/month	0	0	\$0
Subtotal In-Country Travel (Field)						
						\$0
Travel Services						
	Interpreter/Facilitator	0	/each	0	0	\$0
	Travel Insurance	0	/day/person	0	0	\$0
Subtotal Travel Services						
						\$0
3. Total Travel, Transportation & Per Diem						
						\$0
4. FURNITURE & SUPPLIES - EXPENDABLE (<\$5,000)						
<i>Office Furniture & Equipment (if needed)</i>						
		0	/each	0	0	\$0
		0	/each	0	0	\$0
		0	/each	0	0	\$0
		0	/each	0	0	\$0
4. Total Furniture & Supplies - Expendable (<\$5,000)						
						\$0
5. OFFICE EXPENSES						
Operational Costs						
	Office Lease Expense-	0	/month	0	0	\$0
	Office Utility Expense-	0	/month	0	0	\$0
	Communication Expense	0	/month	0	0	\$0
	Office Supplies	0	/month	0	0	\$0
	Other Office Costs (detail)	0	/month	0	0	\$0
Subtotal Operational Costs - International (Field) Based Expenses						
						\$0
Operational Costs - Washington, DC (HQ) Based Expenses						
	Communications	0	/month	0	0	\$0
	Office Supplies	0	/month	0	0	\$0
	Postage & Delivery / Shipping & Handling	0	/month	0	0	\$0
	Reproduction/Printing	0	/month	0	0	\$0
	Meeting/Conferences	0	/month	0	0	\$0
Subtotal Operational Costs - Washington, DC (HQ) Based Expenses						
						\$0
5. Total Office Expenses						
						\$0

This page contains restricted and confidential information that shall not be used or disclosed except for evaluation purposes.

Training of Election Commissioners in Ukraine
 CSO (Bidder)
 RFP No. 14-173

Please Note: You can delete and add lines as needed or group and ungroup rows and columns.

Title/Category	Name	Rate	Per	Units	Rate	Amount
				Project Period 0/0/2014 - 0/0/2014		
6. TRAINING EVENT EXPENSES (Excluding Travel Expenses for Consultants/Trainers)						
<i>Project Activities</i>						
	Training of Trainers	0	/each	0	0	\$0
	PEC Training Events	0	/each	0	0	\$0
	DEC Training Events	0	/each	0	0	\$0
	Other	0	/each	0	0	\$0
6. Total Special Event Expenses (Excluding Airfare & Per Diem)						
\$0						
7. OTHER DIRECT COSTS						
<i>Other Expenses</i>						
	Bank Charges	0	/each	0	0	\$0
	Other Costs (list separately)	0	/each	0	0	\$0
		0	/each	0	0	\$0
		0	/each	0	0	\$0
7. Total Other Direct Costs						
\$0						
TOTAL DIRECT COSTS						
\$0						