

Request for Quotations (RFQ)

RFQ Number: RFQ-900-NBD-17-02

Issuance Date: 3 November 2017

Deadline for Questions: 15 November 2017 at 5:00 PM Washington, DC Time

Deadline for Offers: 24 November 2017 at 5:00 PM Washington, DC Time

Description: RFQ to issue BPA for ongoing Counterpart International business development services.

For: New Business Development Department, Counterpart International, Inc.

Section 1: Instructions to Offerors

1. **Introduction**: Counterpart International, Inc. builds capacity in leaders, organizations and social sector networks to help them solve pressing challenges. For 50 years, we've been supporting solution creators – our counterparts – in more than 65 countries. Our clients include donor governments, multilateral institutions, foundations and corporations. For more information, visit www.counterpart.org.

The purpose of this RFQ is to solicit quotations from eligible Vendors and Individuals for as-needed, ad hoc procurement of business development-related services for Counterpart's headquarters New Business Development (NBD) department. As a result of this RFQ, NBD anticipates issuing one or more blanket purchase agreements (BPAs)—to establish specific pricing levels and parameters for ordering these services. This will allow NBD to issue specific ordering documents, on an as-needed basis, for the procurement of these items over the next twenty-four (24) months. The Vendor shall furnish the supplies/services described in any ordering documents issued by Counterpart under this BPA. Counterpart is only obligated to pay for services ordered through ordering documents issued under this BPA and delivered by the Vendor in accordance with the terms/conditions of this BPA.

Offerors are responsible for ensuring that their offers are received by Counterpart in accordance with the instructions, terms, and conditions described in this RFQ. Failure to adhere with instructions described in this RFQ may lead to disqualification of an offer from consideration.

2. **Offer Deadline and Protocol:** Offers must be received no later than 5:00 PM local Washington, DC time on 24 November 2017 by email to pricing.hq@counterpart.org or by standard mail to:

Counterpart International
Attn: Cost and Pricing
2345 Crystal Drive Suite 301
Arlington, VA 22202

All required documents should be Microsoft Word Documents (PDF acceptable for signature pages), and written in Times New Roman 12-point font.

Please reference the RFQ number and the firm or individual's name in the subject line of any response to this RFQ (ex. Subject: FY17-NBD-0002 – John Doe). Offers received after this time and date will be considered late, and will be considered only at the discretion of Counterpart.

3. **Questions:** Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 5:00PM local Washington, DC time on 15 November 2017 by email to pricing.hq@counterpart.org. Questions and requests for clarification—and the responses thereto—that Counterpart believes may be of interest to other offerors, will be circulated to all RFQ recipients who have indicated an interest in bidding.

Only the written answers issued by Counterpart will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of Counterpart or any other entity should not be considered as an official response to any questions regarding this RFQ.

4. **Specifications:** Section 3 contains the illustrative scopes of work for the services that may be ordered under the BPA.

At this time, specific level of effort (LOE) (labor) to be purchased under any BPA resulting from this RFQ is unknown. Specific quantities will depend on the needs of NBD. Individual ordering documents will be issued under the BPA agreement, as the need arises for additional services.

5. **Quotations:** Offerors should provide a fully burdened fixed daily rate for each labor category they wish to apply for using the attached rate card. Pricing must be presented in U.S. Dollars. Offers must remain valid for not less than one hundred and twenty (120) calendar days after the offer deadline.

The proposal prepared by the bidder, and all correspondence and documents relating to the proposal exchanged by the bidder and Counterpart International, shall be written in the English language.

The bidder shall bear all costs associated with the preparation and submission of the quotations up to the final award of the contract. Counterpart International will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.

Consortium is not envisaged under this RFQ.

In addition, offerors responding to this RFQ are requested to submit the following:

- Organizations responding to this RFQ are requested to submit:
 - A cover letter, following the template below.
 - A completed capabilities matrix with 1-2 paragraphs highlighting qualifications for applicable labor categories (note: it is not expected that applicants will apply to all labor categories).
 - Illustrative CVs (two-page maximum for each) of individuals on staff who are qualified to perform the services under each labor category. Please provide no more than two CVs per labor category; a single CV may count towards multiple labor categories as applicable. Please indicate on each CV which labor category(ies) it applies to.
 - Supporting documentation for proposed rates. This may include a commercial rate schedule (preferred), rate build-up, documents illustrating consistency with rates charged to other clients, or other similar documents.
 - Two (2) reference letters from clients who have ordered similar services within the past two (2) years.
 - Individuals responding to this RFQ are requested to submit:
 - A cover letter, following the template below.
 - A completed capabilities matrix with 1-2 paragraphs highlighting qualifications for applicable labor categories (note: it is not expected that individuals will apply to all labor categories).
 - A CV (two-page maximum)
 - A USAID Biodata form justifying the proposed rate. Please be prepared to substantiate information provided on the biodata.
 - Two (2) reference letters from employers or supervisors on previous consulting assignments for similar scopes of work within the past two (2) years.
6. **Delivery**: The delivery location for the items described in this RFQ is primarily remote/offsite work. Successful applicants who are in the Washington, D.C. area and able to travel to Counterpart's office may occasionally be invited to attend in-person meetings, however location will not be considered as either a positive or negative factor in the evaluation of offers.
7. **Source/Nationality/Manufacture**: All goods and services offered in response to this RFQ or supplied under any resulting award must meet **USAID Geographic Code 935** in accordance with the United States Code of Federal Regulations (CFR), [22 CFR §228](#).

8. **Taxes and VAT:** Counterpart is a tax-exempted organization. Exemption documentation will be provided to the winning bidder on request. As such, all prices must be presented exclusive of any taxes, duties, and VAT.
9. **Eligibility:** By submitting an offer in response to this RFQ, the offeror certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the U.S. Government. Counterpart will not award a contract to any entity that is debarred, suspended, or considered to be ineligible by the U.S. Government.

The Offeror also certifies that it is authorized to work in the United States or the country in which work is performed in.

10. **Evaluation and Award:** Awards will be made under each labor category to responsible offerors whose offer follows the RFQ instructions, meets the eligibility requirements, and whose offers represent the best value to Counterpart when all evaluations have been completed. The number of awards made under each labor category will depend on the quality of applicants received and has not been determined at this stage. Counterpart will consider the following factors when evaluating responses to this RFQ:

A. Institutional/Individual Capabilities (70%)

- a. Successful applicants will demonstrate capability to perform the services outlined as part of the scope(s) of work in question.

B. Past Performance/References (30%)

- a. Successful applicants will have performed similar work in the past and generated positive references.

C. Cost (not scored)

- a. Successful applicants will propose a reasonable rate that is supported by provided back-up documentation.

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed “non-responsive” and thereby disqualified from consideration. Counterpart reserves the right to waive immaterial deficiencies at its discretion.

Best-offer quotations are requested. It is anticipated that award will be made solely on the basis of these original quotations. However, Counterpart reserves the right to conduct any of the following:

- Counterpart may conduct negotiations with and/or request clarifications from any offeror prior to award.
- Counterpart may issue a partial award, in which an applicant is issued a BPA for some, but not all labor categories applied for.
- Counterpart may cancel this RFQ at any time.

- Counterpart may reject any and all offers, if such action is considered to be in the best interest of Counterpart.

Please note that in submitting a response to this RFQ, the offeror understands and the offeror agrees that any protest hereunder must be presented—in writing with full explanations—to Counterpart for consideration. Counterpart, at its sole discretion, will make a final decision on the protest for this procurement.

11. **Terms and Conditions**: This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Counterpart to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer.

This solicitation is subject to Counterpart's standard terms and conditions. Any resultant award will be governed by these terms and conditions; a copy of the full terms and conditions is available upon request. Please note the following terms and conditions will apply:

- Counterpart's standard payment terms are net 30 days after receipt and acceptance of any commodities or deliverables. Payment for ordering documents issued under any BPA resulting from this RFQ will only be issued to the entity submitting the offer in response to this RFQ and identified in the corresponding BPA award; payment will not be issued to a third party.
- Any award resulting from this RFQ will be in the form of a Blanket Purchase Agreement (BPA). Counterpart anticipates issuing a BPA (or multiple BPAs) under which specific ordering documents can be issued—on an as-needed basis—at the pricing levels established in the BPA. When the need arises for the services described in the BPA, Counterpart will issue an ordering document to the BPA-holder. If there are multiple BPA-holders as a result of this RFQ, the ordering document will be issued to the BPA-holder that presents the best value for that specific order, based on price and delivery time. Any BPA issued as a result of this RFQ will have a minimum duration of twelve months. The Vendor shall furnish the services described in any ordering documents issued by Counterpart under the BPA. Counterpart is only obligated to pay for services to the extent ordering documents are issued under any BPA resulting from this RFQ.
- No commodities or services may be supplied that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Burma (Myanmar), Cuba, Iran, North Korea, (North) Sudan, Syria.
- Any international air or ocean transportation or shipping carried out under any award resulting from this RFQ must take place on U.S.-flag carriers/vessels.
- United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The Vendor under any award resulting from this RFQ must ensure compliance with these laws.
- The title to any goods supplied under any award resulting from this RFQ shall pass to Counterpart following delivery and acceptance of the goods by Counterpart. Risk of loss, injury, or destruction of the goods shall be borne by the offeror until title passes to Counterpart.

Section 2: Offer Checklist

To assist offerors in preparation of proposals, the following checklist summarizes the documentation to include an offer in response to this RFQ:

For Firms:

- Cover letter, signed by an authorized representative of the offeror (see Section 6 for template)
- Completed Rate Card (Section 4)
- Completed Capabilities Matrix (Section 5)
- Illustrative CVs
- Rate back-up documentation, if applicable (per instructions in Section 1.5)
- Reference letters

For Individuals:

- Cover letter, signed by applicant (See Section 6 for template)
- Completed Rate Card (Section 4)
- Completed Capabilities Matrix (Section 5)
- CV of individual
- Completed Biodata form
- Reference Letters

Section 3: Specifications and Technical Requirements

Counterpart is soliciting quotations from eligible vendors and individuals for as-needed, ad hoc procurement of business development-related services for Counterpart’s headquarters New Business Development (NBD) department. As a result of this RFQ, NBD anticipates issuing one or more blanket purchase agreements (BPAs)—to establish specific pricing levels and parameters for ordering these services. Offerors may quote one or more labor categories. Counterpart is seeking individuals, as well as firms that offer a suite of services to build the breadth and depth of NBD services available.

Counterpart anticipates the possibility of international or domestic travel for some of the labor categories. Travel will be specified in the scope of work for individual purchase orders and priced at that time. Please indicate your willingness or constraints for travel as part of your capabilities statement (Section 5).

For each labor category, offerors may propose candidates and rates as mid- or senior-level. The qualifications required for each level are consistent across all labor categories, and are:

Mid-level

- Bachelor’s degree in a related field and five (5) years of experience performing related work. There is a preference for work performed in support of U.S. government International Development proposals (USAID, DOS, DOL, USDA, etc.), however that is not required for all labor categories.
- Strong planning, organizational and communication skills, and ability to communicate in cross-cultural settings;
- Demonstrated ability to work independently as well as part of diverse teams;
- Ability to work under pressure and provide deliverables on a tight schedule; and
- Spanish or French language skills desired.

Senior-level

- Master’s degree in a related field and seven (7) years of experience performing related work. There is a preference for work performed in support of U.S. government International Development proposals (USAID, DOS, DOL, USDA, etc.), however that is not required for all labor categories. Bachelor’s degree may be substituted in exchange for an additional three (3) years of experience;
- Strong planning, organizational and communication skills, and ability to communicate in cross-cultural settings;
- Demonstrated ability to work independently as well as part of diverse teams;
- Ability to work under pressure and provide deliverables on a tight schedule;
- Strong knowledge of and experience with proposal development in at least one of the following areas: civil society strengthening, advocacy, service delivery, local governance, transparency and accountability, food security, nutrition, WASH, youth engagement, social inclusion, and capacity building; and
- Spanish or French language skills desired.

Counterpart is considering the purchase or services under the following labor categories. For each labor category, the general scope of work is outlined below. Please note these are illustrative scopes of work, as the specific tasks will be outlined in each call issued under an awarded BPA. The description of labor categories is followed by the quotation form, which must be submitted with each offer, filled out with the fully burdened daily rates proposed for each applicable labor category and level.

1. Proposal Management

- Oversees proposal effort and team to ensure on-time submission of proposal; contributes to writing of non-technical sections.

2. Proposal Writing

- Writes technical proposals in a range of technical sectors, including but not limited to: civil society strengthening, advocacy, service delivery, local governance, transparency and accountability, food security, nutrition, water, sanitation, and hygiene (WASH), youth engagement, social inclusion, and capacity building; contributes to partnership development and visioning and design of technical approach.

3. Technical Specialist

- Provides technical inputs and writing, research, reviews and design. Desired areas of expertise include but are not limited to: civil society strengthening, advocacy, service delivery, local governance, transparency and accountability, food security, nutrition, WASH, youth engagement, social inclusion, and capacity building

4. Capture Management

- Contributes to capture plan design, preparation, planning and logistics, field assessments; drafts proposal based upon findings.

5. Proposal Review

- Reviews designated sections of assigned proposals; provides solution-driven comments and recommendations.

6. Pricing/Budget Development

- Creates proposal budget in-line with proposed technical approach.

7. Recruitment

- Conducts passive and active recruitment of assigned positions, from drafting of positions through processing selected candidates.

8. Research/Opportunity Vetting

- Performs targeted research to inform decision making; produces written recommendations.

9. Training

- Provides training to Counterpart staff on a range of NBD-related topics; assesses needs for training by reviewing materials and interviews with staff; facilitates retreats and team building events.

10. Editing

- Provides copy and technical editing; works with technical writers and experts to finalize proposals.

11. Translation

- Translates documents, communications or final proposals to/from English and another language (potential needs include but are not limited to Spanish, French, Arabic, and Russian) on an agreed upon timeline (X pages per hour).

12. Publication

- Supports the on-time compliant submission of assigned proposal, ensuring consistent look and feel throughout and compliance with the RFA/RFP; assists with preparing documents for upload/email submission.

Section 4: Rate Card – Business Development Services

Vendor Name: _____

Vendor Email Address: _____

Authorized Signature: _____

Labor Categories and Proposed Rates

Labor Category	Proposed Rate – Mid-level	Proposed Rate – Sr.-level
1. Proposal Management		
2. Proposal Writing		
3. Technical Specialist	N/A	
4. Capture Management		
5. Proposal Review	N/A	
6. Pricing/Budget Development		
7. Recruitment		
8. Research/Opportunity Vetting		
9. Training		
10. Editing		N/A
11. Translation		N/A
12. Publication		N/A

*Note: This rate card incorporates all labor categories and levels. Offerors (both individuals and firms) are not expected or required to apply for all labor categories to be considered. Each labor category will be evaluated separately.

Section 5: Capabilities Matrix

Vendor Name: _____

Vendor Email Address: _____

Authorized Signature: _____

Note: an asterisk (*) beside the name of a labor category indicates a high likelihood of travel being required under that labor category. Please indicate willingness to travel (internationally and domestic) as part of your capability statement for these labor categories.

Labor Category	Capability Statement
1. Proposal Management*	

Labor Category	Capability Statement
2. Proposal Writing*	
3. Technical Specialist*	

Labor Category	Capability Statement
4. Capture Management*	
5. Proposal Review	

Labor Category	Capability Statement
6. Pricing/Budget Development	
7. Recruitment*	

Labor Category	Capability Statement
<p>8. Research/Opportunity Vetting</p>	
<p>9. Training* (travel to Washington, DC area only)</p>	

Labor Category	Capability Statement
10. Editing	
11. Translation	

Labor Category	Capability Statement
12. Publication	

Section 6: Offer Cover Letter

The following cover letter (or similar) must be placed on letterhead and completed/signed/stamped by a representative authorized to sign on behalf of the offeror:

To: Counterpart International, New Business Development
2345 Crystal Drive, Ste 301, Arlington, VA 22202

Reference: RFQ no. RFQ-900-NBD-17-02

To Whom It May Concern:

We, the undersigned, hereby provide the attached offer to perform all work required to complete the activities and requirements as described in the above-referenced RFQ. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFQ. We further certify that the below-named firm—as well as the firm’s principal officers and all services offered in response to this RFQ—are eligible to participate in this procurement under the terms of this solicitation and under USAID regulations.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

- We have no close, familial, or financial relationships with any Counterpart staff members;
- We have no close, familial, or financial relationships with any other offerors submitting proposals in response to the above-referenced RFQ; and
- The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.

Authorized Signature: _____

Name and Title of Signatory: _____

Date: _____

Company Name: _____

Company Address: _____