

## Consultancy Opportunity Request for Quotations (RFQ)

RFQ Number: RFQ-Global-GC&C-18-002

Issuance Date: December 3, 2018

Deadline for Offers: **Round 1: December 21, 2018**

Following Round 1, this RFP will remain open as a rolling solicitation. Subsequent rounds/evaluation will take place periodically, at Counterpart's discretion, until the closing date.

Closing date of RFQ: December 1, 2019

**Description:** RFQ for Grants, Procurement & Compliance Consultants

For: Counterpart International

Number of anticipated awards: Multiple

### **Section 1: Instructions to Offerors**

1. **Introduction:** Counterpart International's mission is to *partner with local organizations – formal and informal – to build inclusive, sustainable communities in which people thrive*. Counterpart works in more than 20 countries around the world, working alongside local partners to address challenges and opportunities. Counterpart's headquarters team, including its Grants, Contracts & Compliance (GCC) Unit supports this work through providing solution-driven support to program teams. In the area of operational effectiveness, Counterpart emphasizes the importance of cradle-to-grave award management and oversight of Counterpart's portfolio of grants, cooperative agreements, contracts and subawards, as well as promoting standardized systems of policies and procedures, developing tools and trainings and facilitating mitigation of organizational risk. Counterpart requires the services of independent grants, procurement and compliance consultants to provide surge support in the areas of 1. Grants Management, 2. Procurement, and/or 3. General Compliance & Award Management support. Consultants may apply for one or multiple areas.

As a result of this RFQ, Counterpart International anticipates issuing one or more Blanket Purchase Agreements (BPAs) to individuals to establish specific pricing levels and parameters for ordering. The Consultant(s) shall provide the services described in any ordering documents issued by Counterpart under 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 submitted by email to [procurements.hq@counterpart.org](mailto:procurements.hq@counterpart.org).

Deadline for Round 1 Offers: December 21, 2018, 11:59 PM EST

Following the closing date for Round 1, this RFP will remain open as a rolling opportunity. All eligible applications received after round 1 will be evaluated on a periodic basis, at Counterpart's discretion, until the closing date.

Please reference the RFQ number in any response to this RFQ. Offers received for Round 1 after this time and date will be considered late and will be considered for Round 1 only at the discretion of Counterpart.

3. **Questions:** Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 11:59 PM EST on December 12, 2018 by email to [procurements.hq@counterpart.org](mailto:procurements.hq@counterpart.org) for Round 1. Questions and requests for clarification—and the responses thereto—that Counterpart believes may be of interest to other offerors will be posted as an addendum to the RFQ.

For subsequent rounds, clarifications in response to questions submitted after December 12 will be issued no less frequently than quarterly. In these instances, responses that Counterpart believes may be of interest to other offerors will be posted as an addendum to the RFQ.

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 of this RFQ contains the background, SOW and skills required for the opportunity.
5. **Quotations:** The per-unit pricing in quotations in response to this RFQ (per Section 5) must be priced on a fixed-price, all-inclusive basis, including all costs. Pricing must be presented in U.S. Dollars. Offers must remain valid for not less than thirty (30) calendar days after the offer deadline.

The quotation 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.

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

- A copy of their identification card (e.g. driver's license or passport).
- CV/Resume (Max 3 pages)
- Applicant salary sheet (see section 6)

6. **Taxes and VAT:** All prices must be presented exclusive of any taxes, duties, and VAT.
7. **Eligibility:** This RFQ is open to individuals or independent consultants only; consulting firms, companies, and organizations are not eligible to apply. By submitting an offer in response to this

RFQ, the offeror certifies that it is 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.

Additionally, only applicants that meet the following required minimum qualifications will be considered eligible:

- Must be legally authorized to provide services in the United States.
- Minimum of five (5) years of relevant and progressive experience, preferably at international development organization or donor agency, in an award management capacity; Master’s degree or Peace Corps experience may be considered in lieu of work experience.
- A bachelor’s degree in Law, Business Administration, Organizational Development, Economics, Accounting, International Development or other relevant field of study.
- Fluency in English required.

8. **Evaluation and Award:** The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and is determined via a trade-off analysis to be the best value based on application of the following evaluation criteria. The evaluation process will include shortlisting of all responsive, complete, and on-time offers according to the eligibility requirements above. Shortlisted offers will be evaluated based on application of the following evaluation criteria, through a review of the candidate’s application materials and an interview.

<b>Evaluation Criteria</b>	<b>Weight</b>
<b>Technical experience and capabilities:</b> Successful applicants will demonstrate capability to perform the services outlined as part of the SOW and show technical experience and subject matter expertise in grants management, procurement, and/or general compliance and award management	45
<b>Past performance and recommendations:</b> Successful applicants will have performed similar work in the past and generated positive recommendations.	20
<b>Communication/collaboration and critical thinking skills:</b> Successful applicant demonstrates great competence in communication, coordination, and critical thinking	20
Cost	15
<b>TOTAL</b>	<b>100</b>

**PLEASE NOTE:** Round 1 Evaluation Criteria will also include the extent of availability for the date range January 15, 2019 – June 15, 2019 (20 pts). Total point for Round 1 will be 120 points.

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(s) 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.
- While preference will be given to offerors who can address the full technical requirements of this RFQ, Counterpart may issue a partial award or split the award among various Vendors, if in the best interest of Counterpart.

- 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 that there are no other parties to this solicitation 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 any submitted protest for this procurement.

9. **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' 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:

- (a) Counterpart' standard payment terms are net 30 days after receipt and acceptance of any commodities or deliverables. Payment for ordering documents issued under any agreement resulting from this RFQ will only be issued to the entity submitting the offer in response to this RFQ and identified in the corresponding award; payment will not be issued to a third party.
- (b) Any award resulting from this RFQ will be in the form of a Blanket Purchase Agreement (BPA). For any BPA that is awarded by Counterpart, an ordering document 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 at least 12 months. The Consultant 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.
- (c) 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.
- (d) 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.
- (e) United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The Consultant under any award resulting from this RFQ must ensure compliance with these laws.
- (f) 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:

- Cover letter, signed by an authorized representative of the offeror (see Section 4 for template)
- Official quotation (see Section 5 for example format)
- Applicant salary sheet (see section 6)
- Resume
- Copy of offeror's identification card (see Section 1 part 4 for more details)

## **Section 3: Specifications and Technical Requirements**

### **Introduction & Background**

The consultant will support Counterpart's grant, procurement and compliance functions to provide award management and oversight of Counterpart's portfolio of grants, cooperative agreements, contracts and subawards, and to contribute to core, institutional services by promoting standardized systems of policies and procedures, developing tools and trainings and facilitating mitigation of organizational risk. Counterpart requires the services of grants, procurement and compliance consultants to provide surge support in 1. Grants Management, 2. Procurement, and/or 3. General Compliance and Award Management support as follows:

1. Round 1: At a minimum, Counterpart plans to issue one Blanket Purchase Agreement (BPA) immediately followed by a Purchase Order (PO) to address the immediate term need for a period of 3-6 months, beginning approximately January 15, 2019. Counterpart reserves the right to issue multiple BPAs under this Round. Not all issued agreements will result in an immediate PO.
2. Subsequent Rounds: Blanket Purchase Agreement (BPA) to establish specific pricing levels and parameters for ordering. The Consultant shall furnish the services described in any ordering documents issued by Counterpart under this BPA

Counterpart is in need of interim surge capacity support to ensure program implementation needs are being effectively met and institutional risks are being mitigated.

### **Summary of Skills:**

Offerors should provide information and background that allows Counterpart to evaluate their skills and qualifications in the following:

- Effective grants management, procurement, or general compliance and award management support requires experience with USAID awards (assistance and/or acquisition) and working knowledge and ability to interpret and apply 2 CFR 200/700 and USAID Standard Provisions.
- Knowledge of FAR/AIDAR and/or experience with other U.S. Government agencies, as well as bilateral or multilateral donors, such as DFID, SIDA, UN Agencies is a plus.
- The ability to multi-task and work under pressure with attention to details.
- Excellent cross-cultural skills, and the ability to work in a diverse, multi-cultural NGO environment with respect, professionalism and gender sensitivity.
- Language skills in French or Spanish are a plus, as are experience living or working overseas and in international development projects.
- Experience with Share point, Microsoft Excel, Word and PowerPoint.

Counterpart requires and the Consultant agrees to provide the following services:

### **Statement of Work**

#### **Grants Management:**

- Review subawards and manuals prior to issuance for compliance with donor regulations and Counterpart policies, and provide subaward management guidance as needed in consultation with GCC team members for consistency,
- Review grant packages prior to execution of grant agreements for compliance with donor regulations and Counterpart policies, and ultimately provide compliance and risk management

- clearance on satisfactory packages in accordance with authorization thresholds to be communicated by Counterpart,
- Provide guidance and oversight on planning, preparing and clearing amendments to existing grants on documents including program description, deliverables, workplan and budget;
  - Apply knowledge of best practices in grant management to advise programs on grant strategies and subaward management,
  - Coordinate and interact regularly cross-operationally with Counterpart teams (GCC, program, finance, new business development, HR, IT and security),
  - Maintain grant-related files and database records for awards in assigned portfolio.
  - Other illustrative examples of grant management tasks may include:
    - Provide training to the field program and grants staff on grant administration, monitoring and reporting in line with Counterpart's standard Grants Manual,
    - Travel to Counterpart's field office(s) to conducting field training and/or provide surge capacity to field grants team(s),
    - Provide/co-facilitate (with grants management staff in the field) trainings for grantee organizations as needed;
    - Providing strategic input on grants program design and the related resourcing/requirements.

**Procurement Support:**

- Conduct compliance review of procurements, including consulting agreements, for assigned projects,
- Apply knowledge of best practices in procurement procedures to advise programs on procurement planning and execution,
- Coordinate and interact regularly cross-operationally with Counterpart teams (GCC, program, finance, new business development, HR, IT and security),
- Maintain procurement files and database records for awards in assigned portfolio.
- Other illustrative examples of grant management tasks may include:
  - Traveling to Counterpart's field office(s) to conducting field training and/or provide surge capacity for procurement functions.

**General Compliance and Award Management:**

- Provide support and guidance to HQ and field staff to assigned teams on award management and compliance with donor regulations,
- Review, compile institutional comments and draft negotiation comments to donors on awards and modifications for assigned portfolio and share with GCC Director for review prior to submission,
- Review/prepare correspondence to donors on agreement-related issues and share with GCC Director for review prior to submission,
- Review documents from a compliance and risk management perspective prior to submission for executive signature,
- Review proposal and cost applications for assigned portfolio for compliance with donor requirements and Counterpart policies,
- Contribute to the development and/or revision of templates and other tools, to assist program staff with award management and compliance with donor regulations and Counterpart policies,
- Coordinate with GCC team members, including to ensure consistent organizational interpretation and guidance on donor regulations,
- Coordinate and interact regularly cross-operationally with Counterpart teams (GCC, program, finance, new business development, HR, IT and security),
- Interact in professional manner with agreement staff of donor agencies,
- Maintain agreement-related files and database records for awards in assigned portfolio,
- Perform other tasks as assigned by the GCC Director, or her designee.

**Section 4: Offer Cover Letter**

*The following cover letter must be completed and signed by the offeror:*

To: GCC  
Counterpart International, Arlington, VA

Reference: RFQ no. RFQ-Global-GC&C-18-002

To Whom It May Concern:

I, 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 my offer attached.

I hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFQ. I further certify that I am eligible to participate in this procurement under the terms of this solicitation and under USAID regulations.

Furthermore, I hereby certify that, to the best of my knowledge and belief:

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

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

Signature: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Taxpayer ID Number: \_\_\_\_\_

**Section 5: Official Quotation**

*Please provide the proposed hourly or daily rate for Grants, Procurement, and Compliance consulting services. Quotation should include both proposed rate for services provided if anticipated LOE is 30 hours or more per week, as well as proposed rate if LOE is less than 30 hours per week.*

**1. Pricing Table**

<b>Position</b>	<b>Burdened Rate (hourly or daily) in USD 30+ hr/wk</b>	<b>Burdened Rate (hourly or daily) in USD &lt; 30 hr/wk</b>	<b>Anticipated Average Availability (per month)</b>
Grants, Procurement & Compliance Consultant			

Your rate must be all-inclusive as no other costs shall be authorized. Please note that verification of the proposed rate may be required prior to final selection.

**2. Indicate the topic area(s) in which you are interested. Select all that apply:**

- Grants Management
  
- Procurement
  
- General Compliance and Award Management

**3. Qualifications and availability**

	<b><u>Question</u></b>	<b><u>Answer</u></b>
<b><u>1</u></b>	<b>Briefly describe how you meet or exceed the qualifications for the opportunity. Please organize your response according to the topic areas of interest indicated above.</b>	
<b><u>2</u></b>	<b>For Round 1, indicate your availability during the period January 15, 2018 – June 15, 2018</b>	

<u>3</u>	<b>Provide three (3) professional references. For each reference please provide the following contact information: name, email and phone number</b>	
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## Section 6: Applicant Salary Sheet

### 1) Personal Information

<b>Full Name</b>	
<b>Current Address or Home of Record</b>	
<b>Phone Number(s)</b>	
<b>Place of Birth</b>	<b>Citizenship (if non-US citizen, give visa status)</b>

### 2) Salary History

Position Title	Employer's Name & Contract	Dates of Employment		Annual Base Salary
		From (M/D/Y)	To (M/D/Y)	US Dollars (\$)

\* Give last three (3) years. List salaries separate for each year.

\* Exclude bonuses, profit-sharing, commissions, consultant fees, extra or overtime payments, post-differential, or any other allowances or benefits.

### 3) Consulting Services Performed

Title or Service Performed	Employer's Name & Contract	Dates of Employment		Days of Service	Daily Rate USD (\$)
		From (M/D/Y)	To (M/D/Y)		

\* Give last three (3) years. List salaries separate for each year.

By signing below, I certify that all the information I provided above are true, accurate and verifiable.

\_\_\_\_\_   
Candidate's Signature

\_\_\_\_\_   
Date