

Request for Quotations (RFQ)

RFQ Number: RFQ-900-SEC-19-0001

Issuance Date: January 31, 2019

Deadline for Offers: February 15, 2019 5:00PM Eastern Standard Time

Description: RFQ to issue BPA for ongoing Safety and Security Risk Management Services

For: Safety and Security Department, Counterpart International, Inc.

Number of anticipated awards: Multiple

Section 1: Instructions to Offerors

1. **Introduction:** Counterpart International builds capacity in leaders, organizations and social sector networks to help them solve pressing challenges. For over 50 years, Counterpart has 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 Firms and Individuals for as-needed, ad hoc purchases of security/risk management related services for Counterpart's headquarters based Global Safety and Security (GSS) Department. As a result of this RFQ, the GSS Department anticipates issuing a blanket purchase agreement (BPA)—or possibly multiple BPAs—to establish specific pricing levels and parameters for ordering these commodities/services. This will allow the GSS Department to issue specific ordering documents, on an as-needed basis, for the procurement of these services/ 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 supplies/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 5:00PM Eastern Standard Time on February 15 2019 by email to ckendrick@counterpart.org
Counterpart International

Attn: Global Safety and Security Department
2345 Crystal Drive, Suite 301
Arlington, VA 2220

All Required documents should be Microsoft Word Documents (PDF acceptable for signature pages).

Please reference the RFQ number and the firm or individual's name in the subject line of any response to this RFQ (ex. Subject: RFQ-900-SEC- 19-0001- 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 Eastern Standard Time on February 8 2019 by email to ckendrick@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 technical specifications for the services that may be ordered under the BPA. All commodities offered in response to this RFQ must be new and unused.

At this time, specific Level of Effort (LOE) (labor) to be purchased under any BPA resulting from this RFQ are unknown. Specific quantities will depend on the needs of the GSS department. Individual ordering documents will be issued under the BPA agreement, as the need arises for additional commodities/services.

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

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

- Organizations responding to this RFQ are requested to submit a copy of their official registration or business license.
- Individuals responding to this RFQ are requested to submit a copy of their identification card.

The proposal prepared by the bidder, and all correspondence and documents relating to the proposal exchanged by the bidder and Counterpart International, must 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 (Section 4).
 - A completed capabilities matrix highlighting qualifications for applicable labor categories with 1-2 paragraphs per category. (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. Do NOT submit USAID 1420 for rate verification.
 - Two (2) recommendation 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) o Candidate Salary and Education Data Sheet (Section 6) DO NOT submit USAID 1420 for rate verification
 - Two (2) recommendation letters from employers or supervisors on previous consulting assignments for similar scopes of work within the past two (2) years.

Delivery: The delivery location for the items described in this RFQ is primarily remote/offsite work. Location will not be considered as either a positive or negative factor in the evaluation of offers.

6. **Source/Nationality/Manufacture:** All goods and services offered in response to this RFQ or supplied under any resulting award must meet **USAID Geographic 935** in accordance with the United States Code of Federal Regulations (CFR), [22 CFR §228](#).

7. **Taxes and VAT:** The Counterpart is a tax-exempt 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.
8. **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 firm 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.

9. **Evaluation and Award:** Awards 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.
 - A. Institutional/Individual Capabilities (60%)
 - a. Successful applicants will demonstrate capability to perform the services outlined as part of the scope(s) of work in question.
 - B. Past Performance/Recommendation (40%)
 - a. Successful applicants will have performed similar work in the past and generated positive recommendations.
 - 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(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.
- Counterpart may issue a partial award in which 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 the Counterpart for consideration. Counterpart, at its sole discretion, will make a final decision on the protest for this procurement.

10. **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:

- (a) 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.
- (b) 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 commodities/services described in the BPA, the Counterpart Project 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 twelve (12) months. The Vendor shall furnish the supplies/services described in any ordering documents issued by the Counterpart under the BPA. The Counterpart is only obligated to pay for supplies/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 Vendor 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:

For Firms:

- Cover letter, signed by an authorized representative of the offeror (see Section 4 for template)
- Completed Rate Card (Section 5)
- Completed Capabilities Matrix (Section 6)
- Illustrative CVs
- Rate verification documentation (pay stubs, previous contracts, purchase orders and payment confirmation are acceptable verification documents).
- Recommendation letters
- Copy of their official registration or business license.

For Individuals:

- Cover letter, signed by applicant (Section 4 for template)
- Completed Rate Card (Section 5)
- Completed Capabilities Matrix (Section 6)
- CV of individual
- Completed Candidate Salary and Education Data Sheet (Section 7)
- Recommendation Letters
- Submit a copy of their identification card

Section 3: Specifications and Technical Requirements

Counterpart is soliciting quotations from eligible vendors and individuals for as-needed, ad hoc procurement of security/risk management related services for Counterpart's headquarters based Global Safety and Security (GSS) Department. As a result of this RFQ, GSS Department 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 Risk Management 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 6).

REQUIRED QUALIFICATIONS:

- Experience with personnel and organizational security issues, conducting threat/risk assessments, security management and security awareness in an insecure environment.
- Superior knowledge of safety and security management, the issues related to the security and protection of NGO field workers, and legal protections/ rights of aid workers and the populations they assist.
- Knowledge of donor-specific security concerns and requirements.
- Experience in researching and drafting organizational policy.
- Demonstrated experience in capacity building of staff, including training, mentoring and coaching.
- Excellent report writing, presentation, public speaking and interpersonal skills.
- Demonstrated ability to exercise superior judgment, political acumen and problem-solving skills.

Counterpart is considering the purchase of 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 Rate card (Section 5), which must be submitted with each offer, filled out with the fully burdened daily rates proposed for each applicable labor category.

BPA holders will provide technical assistance for Counterpart security management and initiatives, as well as provide support to ensure safety and security protocols remain current and effective.

Training

- Provides training to Counterpart staff on a range of Security-related topics; assesses needs for training by reviewing materials and interviews with staff.
- Trainings may include Incident management, Security awareness, hostile surveillance, or other bespoke trainings as determined by organizational need.
- Delivery of crisis management training(s) at CPI Headquarters.

Assessments

- Site assessments of Counterpart field offices, residences and other associated assets as determined.
- Desktop or in-country context and security assessments of CPI operational areas.

Crisis Management

- Assist and advise CPI's COO and Crisis Management Team for safety during security emergencies.
- Be on standby to deploy to assist Counterpart for safety or security emergencies as required across the globe.

Policy and Protocol Review

- Review designated sections of assigned security related policies or protocols (Country Security Plans, Safety and Security Contingency Plan and other SOPs); provides solution-driven comments and recommendations. May also include direct editing tasks.

Additional assignments as requested by COO or Sr. Security Officer in writing

Section 4: Offer Cover Letter

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

To: Counterpart International, Global Safety and Security Department
2345 Crystal Driver, Ste. 301, Arlington, VA, 22202

Reference: RFQ no. RFQ-900-SEC-19-0001

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 commodities and 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: _____

Company Telephone and Website: _____

Company Registration or Taxpayer ID Number: _____

Does the company have an active bank account (Yes/No)? _____

Official name associated with bank account (for payment): _____

Section 5: Rate Card – Safety and Security Risk Management Services

Vendor Name: _____
Vendor Email Address: _____

Authorized Signature: _____

Labor Categories and Proposed Rates

Labor Category*	Proposed Daily Rate **
1. Training	
2. Assessments	
3. Crisis Management	
4. Policy Protocol and Review	

* This rate card incorporates all labor categories and levels, defined in Section 1.5 of the RFQ. 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.

** The daily rates requested will strictly reflect 8-hour workdays.

Note: The offeror may submit a rate card of their own design according to preferences of presentation. Should a conflict arise due to rate presentation, the offeror may be contacted. Rate card format will not result in immediate disqualification of the offer. Please list fully loaded daily rates only. The 'day' for a daily rate is defined as eight hours.

When travel is required Counterpart will reimburse eligible expenses such as M & IE, lodging and other costs outlined in the Purchase Order.

Section 6: Capabilities Matrix

Vendor/Consultant Name: _____

Vendor/Consultant 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. Training	
2. Assessments (international travel possible)	
3. Crisis Management	
4. Policy Protocol and Review	

Section 7: Candidate Salary and Education Data Sheet

Candidate Salary and Education Data Sheet

1) Personal Information

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

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.

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.

4) Education History

Name of Institution <i>(please include location)</i>	Major	Degree	Completion Date

Candidate's Signature

Date