

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 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