



Request for Quotations (RFQ)

RFQ Number: RFQ-1070-CSII-19-003

Issuance Date: 11 June 2019

Deadline for Questions: 15 June 2019 at 5:00 PM Eastern Time

Deadline for Offers: 20 June 2019 at 12:00 PM Eastern Time

Description: RFQ to issue BPA for ongoing CSII editing services

For: Programs, Counterpart International, Inc.

Section 1: Instructions to Offerors

1. **Introduction:** Innovation for Change (I4C) is a global network of people and organizations who want to connect, partner and learn together to defend and strengthen civic space and overcome restrictions to our basic freedoms of assembly, association and speech. We are a community-led network inspired by ideas, methods, and technologies from across different sectors. We work together on advocacy, research, network building, education and training, fundraising, digital literacy and technology development.

Our six connected regional hubs are growing in both physical and online spaces across Africa, Central Asia, East Asia, Latin America and the Caribbean, the Middle East and North Africa and South Asia. Here, people exchange ideas and share their successes, challenges and opportunities in incubating social change and building sustainable solutions. 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 Innovation for Change (I4C) Counterpart International team to provide editing services of the project reports and documents. As a result of this RFQ, I4C anticipates issuing one or more blanket purchase agreements (BPAs)—to establish specific pricing levels and parameters for ordering these services. This will allow I4C to issue specific ordering documents, on an as-needed basis, for the procurement of these items for approximately eight (8) 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 12:00 PM Eastern Time on the dates listed on the first page of this RFQ by email to services@innovationforchange.net or by standard mail to:

Counterpart International
Attn: Innovation for change (I4C)
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: RFQ-1070-CSII-19-003 –Editing Services). 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 June 2019 by email to services@innovationforchange.net. 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 I4C. Individual ordering documents will be issued under the BPA agreement, as the need arises for additional 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 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 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)
 - 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.
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 937** 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 (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 and writing sample (40%)**
 - a. Successful applicants will have performed similar work in the past
 - C. **Cost Reasonableness (not scored)**
 - a. Successful applicants will propose a reasonable rate that is supported by provided back-up documentation.

Counterpart may invite short listed candidates for an interview as part of the evaluation process. Counterpart will check references as a due diligence measure.



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’ 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 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 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 maximum 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.



- (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 7 for template)
- Completed Rate Card (Section 4)
- Illustrative CVs
- Rate verification documentation (pay stubs, previous contracts, purchase orders and payment confirmation are acceptable verification documents).
- Recommendation letters

For Individuals:

- Cover letter, signed by applicant (See Section 7 for template)
- Completed Rate Card (Section 4)
- CV of individual
- Completed Candidate Salary and Education Data Sheet (Section 6)
- Recommendation Letters

Section 3: Specifications and Technical Requirements



Counterpart is soliciting quotations from eligible vendors and individuals for as-needed, ad hoc procurement of editing services for CSII. As a result of this RFQ, CSII anticipates issuing one or more blanket purchase agreements (BPAs)—to establish specific pricing levels and parameters for ordering these services. Counterpart is seeking individuals, as well as firms that offer a suite of services to build the breadth and depth of I4C services available.

The qualifications required consistent across all labor categories are:

- 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 projects. No or lesser degree may be substituted for an additional four (4) years of experience;
- Experience writing academic papers on various subjects
- Demonstrated ability to work independently as well as part of diverse teams;
- Excellent grammar and spelling skills
- An eye for detail and be very accurate in their work
- Imagination and good visual sense
- Good IT skills, including knowledge of word processing and design programs
- leadership skills and the ability to be diplomatic and fair.
- Ability to work under pressure and provide deliverables on a tight schedule; and
- Spanish, Russian, Arabic and/or French language skills desired.

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 quotation form, which must be submitted with each offer, filled out with the fully burdened daily rates proposed for each applicable labor category.

1. Analysis

Provide analysis of the project reports and write about the project’s progress towards meeting the project objectives.

2. Editing

Correct the mechanics, grammar, spelling, stylistic editing, including clarifying meaning, and punctuation errors of the reports with some accompanying graphics and captions. Additional editing includes success stories.

3. Proofreading

Surface errors such as misspellings and mistakes in grammar and punctuation, eliminating jargon, polishing language; line-by-line editing for smoothness and clarity while maintaining author’s voice and style.

Section 4: Rate Card – Business Development Services



Vendor Name: (Name of Individual or Business)

Vendor Email Address:

Authorized Signature:

Are you applying as an individual or a business?

Labor Categories and Proposed Rates

Labor Category*	Proposed Daily Rate **
1. Analysis	
2. Editing	
3. Proofreading	

*Note: This rate card incorporates all labor categories, 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. Labor category will be evaluated all together.

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

Also 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.



Section 5: 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

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Section 7: 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,
Innovation for Change (I4C)
2345 Crystal Drive, Suite 301,
Arlington, VA 22202

Reference: RFQ no. RFQ-CSII-1070-19-003

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: _____