Section 4: Rate Card – Business Development Services

Offeror’s (Business) Name: ________________________________________________

Offeror’s Contact information Email Address: ________________________________

Are you submitting as a business or an individual? ____________________________

Authorized Signature: _____________________________________________________

Subject Matter Expert (SME) Categories and Proposed Daily Rates

This rate card incorporates all SME categories and levels. Offerors (both individuals and firms) are not expected or required to apply for all SME categories to be considered. Each SME category will be evaluated separately. The proposed rates are fully burdened daily rates in US dollars and are inclusive of any applicable taxes, overhead and fees. (Material expenses such as travel and per diem will be negotiated at the time of issuing a purchase order.) One day equals 8 hours.

Please check the box that best describes your years of experience and qualifications. For definitions of mid-level and senior-level, please refer to Section 3 of the RFQ:

☐ Mid-level
☐ Senior-level

Proposed daily rate: ____________

Please check the SME categories for the services that you would like to provide:

☐ Proposal Management
☐ Proposal Writing
☐ Technical Specialist
☐ Pricing/Budget Development
☐ Recruitment
☐ Training
☐ In-Country Logistics, Support and/or Research

*Note: This rate card incorporates all SME 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 SME categories to be considered. Each SME category will be evaluated separately.

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

RFQ-900-NBD-20-01
Applicant Materials for Individuals
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: Capabilities Matrix**

Name:  
Email Address:  
Authorized Signature:  

The offeror only needs to complete capability statements for the categories that they have selected in the previous section. The capability statement should speak to the offeror’s years of experience, past performance, and expertise specific for that SME category.

<table>
<thead>
<tr>
<th>SME Category</th>
<th>Capability Statement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Proposal Management*</td>
<td></td>
</tr>
<tr>
<td>2. Proposal Writing*</td>
<td></td>
</tr>
</tbody>
</table>
3. Technical Specialist*

4. Pricing/Budget Development

5. Recruitment*

6. Training* (travel to Washington, DC area only)
| 7. In-Country Logistics, Support and/ or Research* |   |

RFQ-900-NBD-20-01
Applicant Materials for Individuals
Section 6: Candidate Salary and Rate Sheet

Applicant Salary & Rate Sheet

1) Personal Information

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Current Address or Home of Record</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone Number(s)</th>
<th>Citizenship (if non-US citizen, give visa status)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2) Salary History

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Employer’s Name &amp; Contract</th>
<th>Dates of Employment</th>
<th>Annual Base Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>From (M/D/Y)</td>
<td>To (M/D/Y) US Dollars ($)</td>
</tr>
<tr>
<td></td>
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<td></td>
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<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

* 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

<table>
<thead>
<tr>
<th>Title or Service Performed</th>
<th>Employer’s Name &amp; Contract</th>
<th>Dates of Employment</th>
<th>Days of Service</th>
<th>Daily Rate USD ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>From (M/D/Y)</td>
<td>To (M/D/Y)</td>
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</tr>
</tbody>
</table>

* 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
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, New Business Development
    2345 Crystal Drive, Ste 301, Arlington, VA 22202

Reference: RFQ no. RFQ-900-NBD-20-01

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 the below-named individual is 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 our 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.

Authorized Signature: __________________________________________

Name of Signatory: __________________________________________

Position and Date: __________________________________________

________

RFQ-900-NBD-20-01
Applicant Materials for Individuals