Request for Quotations (RFQ) for Visio Services

RFQ Number: RFQ-Global-GCC-22-002
Issuance Date: October 28, 2022
Deadline for Offers: November 11, 2022
Questions deadline: November 4, 2022
Responses to questions: November 9, 2020
Description: RFQ for Blanket Purchase Agreement for Visio Service
For: COUNTERPART INTERNATIONAL

Number of anticipated awards: Multiple

Section 1: Instructions to Offeror

1. Introduction: Since its founding in 1965, Counterpart International, Inc. has embraced the fundamental premise that creating local ownership and building problem-solving capabilities at the local level is the only way to create positive and lasting impact. Counterpart takes a building block approach with its local partners to support stronger and more resilient communities by developing leaders, strengthening organizations, and fostering multi-sector community partnerships. For more information, visit www.counterpart.org.

The purpose of this RFQ is to solicit quotations from eligible Service providers to put organizational workflows into the Visio software on an as-needed, ad hoc basis. As a result of this RFQ, COUNTERPART INTERNATIONAL anticipates issuing a blanket purchase agreement (BPA)—or multiple BPAs—to establish specific pricing levels and parameters for ordering these services. This will allow COUNTERPART INTERNATIONAL to issue specific ordering documents, on an as-needed basis, for the procurement of these services over the next 12 months. The Contracted service provider shall furnish the 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 Service Provider 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 5:00 PM local Washington, DC time on November 11, 2022 by email to procurements.hq@counterpart.org.

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-Global-GCC-22-002). Offers received after the deadline 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 5:00 pm local Washington, DC time on November 4, 2022 by email to
procurements.hq@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. Language of the Quotations and other Documents: The proposal prepared by the Offeror, and all correspondence and documents relating to the proposal exchanged by the bidder and COUNTERPART INTERNATIONAL shall be written in the English language.

5. Cost of Quotations: 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.

6. Joint Proposal: Consortium is not envisaged under this RFQ.

7. Specifications: Section 3 contains the technical specifications of the items that may be ordered under the BPA. All commodities offered in response to this RFQ must be new and unused.

Please note that, unless otherwise indicated, stated brand names or models are for illustrative description only. An equivalent substitute, as determined by the specifications, is acceptable.

At this time, specific quantities to be purchased under any BPA resulting from this RFQ are unknown. Specific quantities will depend on the needs of Counterpart International; Individual ordering documents will be issued under the BPA agreement, as the need arises for additional commodities/services.

8. Quotations: The per-unit pricing in quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including delivery and all other costs. Pricing must be presented in United States Dollar (USD). Offers must remain valid for not less than ninety (90) calendar days after the offer deadline. In addition, offerors responding to this RFQ are requested to submit the following information:

- Proven expertise using Visio software, as evidenced by the submission on at least two (02) samples of workflows input into Visio.
- Offeror’s CV (if an individual) or summary description of offeror’s organization.
- Total number of years in business.
- Organizations responding to this RFQ are requested to submit a copy of their official registration or business license.

Business type (large or small business with socioeconomic status):
- CV and summary profile of the lead Visio Specialist.
- Any certifications or quality standards for Visio followed.
- Statement on whether the Offeror uses any covered telecommunications equipment or telecommunications or video surveillance equipment or services by the following companies (and associated subsidiaries or affiliates): Huawei Technologies Company; or ZTE Corporation; Hytera Communications Corporation; Hangzhou Hikvision Digital Technology Company; or Dahua Technology Company or their subsidiaries.
- Offeror must provide reference check information, including contact names, addresses, email addresses and phone numbers of organizations that used the offeror’s service for work in Visio.
9. **Delivery:** The delivery location for the items described in this RFQ is procurements.hq@counterpart.org or Counterpart International, 1919 Pennsylvania Ave Suite 425, Washington, DC, 20006. As part of its response to this RFQ, each offeror is expected to provide an estimate (in calendar days) of the delivery timeframe (after receipt of order). The delivery estimate presented in an offer in response to this RFQ must be upheld in the performance of any resulting contract.

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

11. **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.

12. **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 including compliance with Section 889.

13. **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.

<table>
<thead>
<tr>
<th>#</th>
<th>Criteria</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Minimum of two (02) years of graphic design experience</td>
<td>15</td>
</tr>
<tr>
<td>2.</td>
<td>Proven expertise using Visio software, as evidenced by the submission on at least two (02) samples of workflows input into Visio</td>
<td>25</td>
</tr>
<tr>
<td>3.</td>
<td>Strong communications skills and proactive attitude, ability to collaborate with others, as evidenced in references</td>
<td>25</td>
</tr>
<tr>
<td>3.</td>
<td>Proposed fees (price)</td>
<td>20</td>
</tr>
<tr>
<td>4.</td>
<td>Delivery time</td>
<td>15</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>100</td>
</tr>
</tbody>
</table>

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 based on 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 service providers, if in the best interest of COUNTERPART INTERNATIONAL.
- 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 USAID is not a party to this solicitation and the offeror agrees that any protest hereunder must be presented—in writing with full explanations—to COUNTERPART INTERNATIONAL for consideration, as USAID will not consider protests.
regarding procurements carried out by implementing partners. Counterpart, at its sole discretion, will make a final decision on the protest for this procurement.

14. Terms and Conditions: This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Counterpart, COUNTERPART INTERNATIONAL, or USAID 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 INTERNATIONAL 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, COUNTERPART INTERNATIONAL 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 24 months. The service provider shall furnish the supplies/services described in any ordering documents issued by COUNTERPART INTERNATIONAL under the BPA.

COUNTERPART INTERNATIONAL 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 countries classified as being prohibited from receiving USG procurements. In accordance with FAR 52.204-25 and 2 CFR200.216, no telecommunications or video surveillance equipment or services can be used by the following companies (and associated subsidiaries or affiliates): Huawei Technologies Company; or ZTE Corporation; Hytera Communications Corporation; Hangzhou Hikvision Digital Technology Company; or Dahua Technology Company or their subsidiaries.

(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 service provider under any award resulting from this RFQ must ensure compliance with these laws.

(f) The title to any services provided under any award resulting from this RFQ shall pass to Counterpart following delivery and acceptance of the service by Counterpart. Risk of loss, injury, or destruction of the services 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 in an offer in response to this RFQ:

- Cover letter signed by an authorized representative of the offeror (see Section 4 for template).
- Official quotation, including specifications of offered services (see Section 3 for example format).
- Copy of offeror’s registration or business license (see Section 1.8 for more details).
- Offeror’s CV (if an individual), or summary description of offeror’s organization and summary profile of the lead Visio Specialist.
- Any certifications or quality standards for Visio followed.
- Submission on at least two (02) samples of workflows input into Visio software, as evidence of proven expertise using Visio Reference check information, including contact names, addresses, email addresses and phone numbers of organizations that used the offeror’s service for work in Visio.
- Statement on whether the Offeror uses any covered telecommunications equipment or telecommunications or video surveillance equipment or services by the following companies (and associated subsidiaries or affiliates): Huawei Technologies Company; or ZTE Corporation; Hytera Communications Corporation; Hangzhou Hikvision Digital Technology Company; or Dahua Technology Company or their subsidiaries (FAR 52.204-25 Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment (Aug 2020) and 2 CFR 200.21.
Section 3: Specifications and Requirements:

1. Introduction and Background
Counterpart International’s Program Support Unit is developing a series of program management related workflows and needs the support of a graphic design specialist to help design and input the workflows into the Visio software.

2. Statement of Work
   - Input narrative project management workflows into Visio following the instructions received by Counterpart International staff.
   - Ensure data in Visio workflows matches narrative workflows.
   - Participate in meetings to develop workflows and amicably provide suggestions on design, structure, and flow, as applicable.

3. Pricing Schedule and Delivery Time:
Please provide the unit cost per deliverable indicated in the below table:

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Unit Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Simple Workflows in Visio (1-2 pages)</td>
<td></td>
</tr>
<tr>
<td>Complex Workflows in Visio (3 or more pages)</td>
<td></td>
</tr>
</tbody>
</table>

4. Summary profile of the proposed Visio Specialist/s
   - Minimum of two (02) years of experience in graphic design or related field.
   - Proven expertise inputting workflows or similar documents in the Visio software.
   - Strong communications skills and proactive attitude, ability to collaborate with others.
   - Fluency in English required.
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
   1919 Pennsylvania Ave, Suite 425
   Washington, DC 20006

Reference: RFQ-Global-GCC-22-002

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): ______________________

Business type (large or small business with socioeconomic status): ______________
Section 5  Section 889 Covered Communications Equipment and Services

**Background:** Section 889 of the 2019 NDAA generally prohibits federal agencies, federal contractors, and grant or loan recipients from procuring or potentially using—without a waiver or exemption—certain “covered telecommunications equipment or services,” specifically those produced by Huawei Technologies Company and ZTE Corporation and, with respect to certain public safety or surveillance applications, Hytera Communications Corporation, Dahua Technology Company, and Hangzhou Hikvision Digital Technology Company—as a “substantial or essential component of any system, or as critical technology as part of any system.” Counterpart is a recipient of federal grants and contracts and is required to comply with FAR 52.204-25 Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment (Aug 2020) and 2 CFR 200.216.

Does the Offeror use any applicable equipment or components of equipment or services that would fall under “covered telecommunications equipment or services” prohibition? Yes or No

If yes, please explain and include and mitigation factors if applicable:

**Authorized Signature:**

**Name and Title of Signatory:**

**Date:**