

Request for Quotations (RFQ)

RFQ Number:	RFQ-900-NBD-23-01
Issuance Date:	May 18, 2023
Deadline for Questions:	Questions will be received and answered on a rolling basis
Deadline for Offers:	Open and Continuous until May 31, 2024 Offers will be reviewed and evaluated on a rolling basis as needed.
Description:	RFQ to issue BPA, Purchase Order, ICA, and/or other procurement necessary for ongoing Counterpart International business development services.
For:	New Business Development Department, Counterpart International, Inc.

Section 1: Instructions to Offerors

1. **Introduction:** Counterpart International, Inc. builds capacity in leaders, organizations and social sector networks to help them solve pressing challenges. For more than 50 years, we have 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 business development-related services (proposal management, proposal writing, technical support, recruiting, pricing/budget development, and training) for Counterpart’s headquarters New Business Development (NBD) department. As a result of this RFQ, NBD anticipates issuing multiple blanket purchase agreements (BPAs), Purchase Orders (POs), Independent Consultant Agreements (ICAs) and/or other procurement documents necessary—to establish specific pricing levels and parameters for ordering these services. This will allow NBD to issue specific ordering documents, on an as-needed basis, for the procurement of these items over the next twelve (12) months. The Vendor/Individual 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/Individual 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.

Offer Deadline and Protocol: Offers must be received no later than 5:00 PM Eastern Time on May 31, 2024 by email to nbdc@counterpart.org or a member of the Counterpart team.

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: FY22-NBD-001 – John Doe). Offers received after this time and date will be considered late and will be considered only at the discretion of Counterpart.

2. **Questions:** Questions regarding the technical or administrative requirements of this RFQ may be submitted at any time before May 31, 2024, by email to nbd@counterpart.org. Questions and requests for clarification—and the responses thereto—that Counterpart believes may be of interest to other offerors, will be posted on Counterpart's website and be updated every month if there are new questions.

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.

3. **Specifications:** Section 3 contains the illustrative scopes of work for the services that may be ordered under the BPA, PO, ICA, or other procurement document.

At this time, specific level of effort (LOE) subject matter expert (SME) to be purchased under any BPA, PO, ICA, or other procurement document resulting from this RFQ is unknown. Specific quantities will depend on the needs of NBD. Individual ordering documents will be issued under the BPA agreement, as the need arises for additional services.

4. **Quotations:** Offerors should provide a fully loaded daily rate for each SME 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 for firm offerors below.
 - A completed capabilities matrix highlighting qualifications for applicable SME categories with 1-2 paragraphs per category. (note: it is not expected that applicants will apply to all SME categories).
 - A completed Rate Card (Section 4)
 - Illustrative CVs (two-page maximum for each) of individuals on staff who are qualified to perform the services under each SME category. Please provide no more than two CVs per SME category; a single CV may count towards multiple SME categories as applicable. Please indicate on each CV which SME 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 or contact information of two references 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 for individual offerors below.
 - A completed capabilities matrix with 1-2 paragraphs highlighting qualifications for applicable SME categories (note: it is not expected that individuals will apply to all SME categories).
 - A completed Rate Card (Section 4)
 - A CV (two-page maximum)
 - Two (2) recommendation letters from or contact information of employers or supervisors on previous consulting assignments for similar scopes of work within the past two (2) years.
5. **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. Counterpart also takes travel restrictions caused by COVID-19 and can accommodate working remotely. Counterpart expects that any services ordered will be delivered according to its schedule and working hours as negotiated in the Purchase Order.
 6. **Source/Nationality/Manufacture:** All goods and 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](#).
 7. **Taxes and VAT:** 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 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.

9. **Evaluation and Award:** Awards will be made under each SME 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 SME 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:

Evaluation Criteria	Points
Institutional/Individual Capabilities	70
Past Performance	30
Cost (not scored)	NA
TOTAL	100

A. Institutional/Individual Capabilities (70%)

- a. Successful applicants will demonstrate capability to perform the services outlined as part of the scope(s) of work in question.

B. Past Performance (30%)

- a. Successful applicants will have performed similar work in the past and have SME relevant experience in their offer.

C. Cost (not scored)

- a. Successful applicants will offer a reasonable rate that is supported by provided back-up documentation. **Cost reasonableness will be evaluated as a second step after the above-listed criteria have been assessed.**

Counterpart reserves the right to interview short-listed offerors as part of the evaluation process. Letters of recommendation or references will be rated as pass/fail as part of the due diligence measures. 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, PO, ICA, or other procurement document for some, but not all SME 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.

10. **Terms and Conditions:** This is a Request for Quotations only. Issuance of this RFQ does not in any way oblige 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), Purchase Order (PO), Independent Consultant Agreement (ICA), or other procurement document. Counterpart anticipates issuing a BPA, PO, ICA, or other procurement document (or multiple BPAs, POs, ICAs, or other procurement documents) under which specific ordering documents can be issued—on an as-needed basis—at the pricing levels established in the BPA, PO, ICA, or other procurement document. When the need arises for the services described in the BPA, PO, ICA, or other procurement document, Counterpart will issue an ordering document to the BPA, PO, ICA, or other procurement document-holder. If there are multiple BPA, PO, ICA, or other procurement document-holders as a result of this RFQ, the ordering document will be issued to the BPA, PO, ICA, or other procurement document-holder that presents the best value for that specific order, based on price and delivery time. Any BPA, PO, ICA, or other procurement document 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, PO, ICA, or other procurement document. 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 (Please complete the Applicant Materials for Firms):

- Cover letter, signed by an authorized representative of the offeror (see Section 7 for template)
- Completed Rate Card (Section 4)
- Completed Capabilities Matrix (Section 5)
- Illustrative CVs
- Rate back-up documentation, if applicable
- Recommendation letters or contact information of references

For Individuals (Please complete the Applicant Materials for Individuals):

- Cover letter, signed by applicant (See Section 7 for template)
- Completed Rate Card (Section 4)
- Completed Capabilities Matrix (Section 5)
- CV of individual
- Recommendation letters or contact information of references

Section 3: Specifications and Technical Requirements

Counterpart is soliciting quotations from eligible vendors and individuals for as-needed, ad hoc procurement of business development-related services for Counterpart’s headquarters New Business Development (NBD) department. As a result of this RFQ, NBD anticipates issuing one or more Blanket Purchase Agreements (BPAs), Purchase Orders (POs), Independent Consultant Agreements (ICAs), or other procurement documents—to establish specific pricing levels and parameters for ordering these services. Offerors may quote one or more SME categories. Counterpart is seeking individuals, as well as firms, which offer a suite of services to build the breadth and depth of NBD services available.

Counterpart anticipates the possibility of international or domestic travel for some of the SME categories when COVID-19 travel restrictions are lifted. 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 5).

For each SME category, offerors may propose candidates and rates as mid- or senior level. The qualifications required for each level are consistent across all SME categories, and are:

Mid-level

- Bachelor’s degree in a related field and five (5) years of experience performing related work. There is a preference for at least two (2) years of work performed in support of U.S. government or other donor agencies’ international development proposals (USAID, DOS, DOL, USDA, DFID, World Bank, the United Nations, etc.), however that is not required for all SME categories. No or lesser degree may be substituted for an additional four (4) years of experience;
- Strong planning, organizational and communication skills, excellent writing skills, and ability to communicate in cross-cultural settings;
- Demonstrated ability to work independently as well as part of diverse teams;
- Ability to work under pressure and provide deliverables on a tight schedule; and
- Fluency in English preferred
- Spanish or French language skills desired
- Must have US work authorization for assignments to provide services in the United States
- US work authorization is not required for assignments outside of the United States.

Senior-level

- Master’s degree in a related field and ten (10) years of experience performing related work. There is a preference for at least five (5) years of work performed in support of U.S. government or other donor agencies’ international development proposals (USAID, DOS, DOL, USDA, DFID, World Bank, the United Nations, etc.), however that is not required for all SME categories. Bachelor’s degree may be substituted in exchange for an additional three

- (3) years of experience. No or lesser degree may be substituted for an additional five (5) years of experience;
- Strong planning, organizational and communication skills, excellent writing skills, and ability to communicate in cross-cultural settings;
 - Demonstrated ability to work independently as well as part of diverse teams;
 - Ability to work under pressure and provide deliverables on a tight schedule;
 - Strong knowledge of and experience with proposal development in at least one of the following areas: civil society strengthening, advocacy, service delivery, local governance, transparency and accountability, food security, nutrition, WASH, youth engagement, social inclusion, and capacity building; and
 - Fluency in English preferred
 - Spanish or French language skills desired
 - Must have US work authorization for assignments provide services in the United States
 - US work authorization is not required for assignments outside of the United States.

Counterpart is considering the purchase of services under the following subject matter expert (SME) categories. For each SME 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 SME 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 SME category and level.

SME Categories and illustrative assignments (each bullet could be an assignment):

1. Proposal Management

1. Oversees proposal effort and team to ensure on-time submission of proposal; contributes to writing of non-technical sections.
2. Contributes to capture plan design, preparation, planning and logistics, field assessments; drafts proposal based upon findings.
3. Performs targeted research to inform decision making; produces written recommendations on proposal and proposal decisions.
4. Provides training to Counterpart staff on a range of NBD-related topics; assesses needs for training by reviewing materials and interviews with staff; facilitates retreats and team building events.

2. Proposal Writing

- Writes technical proposals in a range of technical sectors, including but not limited to: civil society strengthening, advocacy, service delivery, local governance, transparency and accountability, food security, nutrition, water, sanitation, and hygiene (WASH), youth engagement, social inclusion, and capacity building; contributes to partnership development, visioning, and design of technical approach.
- Reviews designated sections of assigned proposals; provides solution-driven comments and recommendations. May also include direct editing tasks.
- Excellent command of English writing skills
- Supports the on-time compliant submission of assigned proposal through copy-editing, ensuring consistent look and feel throughout and compliance with the RFA/RFP; assists with preparing documents for upload/email submission.

3. Technical Specialists

- Provides technical input, writing, research, reviews and design. Desired areas of expertise include but are not limited to: civil society strengthening, advocacy, service delivery, local governance, transparency and accountability, food security, nutrition, WASH, youth engagement, social inclusion, and capacity building.

4. Pricing/Budget Development

- Developing complex budgets for bids ranging for \$10-50 million for cooperative agreements and contract proposals for US government, DFID, World Bank and UN (UNICEF).
- Creates or reviews proposal budget in-line with proposed technical approach.
- Provides additional pricing support as requested to the proposal team.
- Varied experience with grants, grants under contracts for US government, DFID, World Bank and UN (UNICEF),

5. Recruitment

- Conducts passive and active recruitment of assigned positions, from drafting of position descriptions to processing selected candidates.

6. Training

- Provides training to Counterpart staff on a range of NBD-related topics; assesses needs for training by reviewing materials and interviews with staff; facilitates retreats and team building events.

7. In-Country Logistics, Support and/ or Research:

- Provide logistical and administrative support to SME.
- Set up meetings with relevant stakeholders, arrange ground transportation, and conduct research and analysis as requested
- Conduct research on local labor law, local compensation plans, human resources policies, market research on pricing information, etc.
- Illustrative countries include those in the regions of Sub-Saharan Africa, especially West Africa, Latin America and the Caribbean, Central Asia, Southeast Asia, and the Middle East and North Africa