# Section 4: Rate Card – Business Development Services

Offeror’s (Business) Name:

Offeror’s Email Address:

Are you submitting as a business or an

individual?

Are you a Small Business? What

type?

Authorized Signature:

Where are you based?

# Subject Matter Expert (SME) Categories and Proposed Rates

This rate card incorporates all SME categories and levels. Offerors (both individuals and firms) are not expected nor 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.

|  |  |  |
| --- | --- | --- |
| **Burdened Burdened**  **SME Category\* Rate – Mid- Rate – Sr.- level Daily level Daily**  **Rate Rate** | | |
| 1. Proposal Management |  |  |
| 2. Proposal Writing |  |  |
| 3. Technical Specialist |  |  |
| 4. Pricing/Budget Development |  |  |
| 5. Recruitment |  |  |
| 6. Training |  |  |
| 7. In-Country Logistics, Support and/ or Research |  |  |
| 8. Graphic Design |  |  |
| 9. Copy Editing |  |  |

*Also Note: The offeror may submit a rate card either of their own design according to preferences of presentation or using the template in Section 6. 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:

|  |  |
| --- | --- |
| **Capability Statement (Describe your years of experience,**  **SME Category publications, program results, and other accomplishments in**  **each SME category you’ve selected)** | |
| 1. Proposal  Management\* |  |
| 2. Proposal Writing\* |  |
| 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\* |  |
| 8. Graphic Design |  |
| 9. Copy Editing |  |

# Section 6: Applicant Salary and Rate Sheet

**Applicant Salary & Rate 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)*** |

1. **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.

* E xclude bonuses, profit-sharing, commissions, consultant fees, extra or overtime payments, post- differential, or any other allowances or benefits.

1. **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.

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

1919 Pennsylvania Ave NW, Suite #425, Washington, DC 20006 Reference: RFQ no. RFQ-900-NBD-23-01

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 2 CFR 700 and 2 CFR 200.

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: