# 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:

Where are you based?

# 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
* Graphic Design
* 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:

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**.**

|  |  |
| --- | --- |
| **SME Category Capability Statement (Describe your years of experience, 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\* |  |
| Graphic Design |  |
| Copy Editing |  |

# 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-Global-24-002-New Business Development

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 2 CFR 700 and 2 CFR 200.

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: