

ANNEX A

TERMS AND CONDITIONS

Attachment I, The Consulting Agreement, presents the Terms & Conditions (“T&Cs”) which CRS considers to be essential and relevant to the contractual relationship between the parties. Bidders are expected to familiarize themselves with these T&Cs and be prepared to be governed by them in substantially the form presented here. In submitting a proposal, a vendor who desires to request an exception to these T&Cs and/or desires to propose an alternative approach to a particular provision should identify such provision(s) and explain the rationale for the exception or alternative. Additionally, should the Bidder propose to use a form contract adapted to its particular services which substantially conforms to the T&Cs presented here, that form contract should be submitted as part of the Bidder’s Bid Package with Annex A. Terms and Conditions Acceptance

I hereby accept and agree to the Terms and Conditions of this Request for Proposal titled, “Review and Improvement of Instructional Design for CRS SMART Skills 2.0 Training Materials” to be carried out for Catholic Relief Services, located at 228 W. Lexington St., Baltimore, MD. 21201.

Name and Title of Authorized Respondent

Signature:

Date:

ANNEX B

Review and Improvement of Instructional Design for CRS SMART Skills 2.0 Training Materials

US9235.13.2024

Specific Activities, Timeline, and Level of Effort

The anticipated period of performance is February 13, 2024 to March 28, 2025

Please complete the *Dates of Performance* and *Anticipated Number of Billable Days* columns for each activity.

Activity Number	Deliverable	Dates of Performance [Note to bidder: Please enter the proposed date or dates range for each task based on this total period of performance.]	Anticipated Number of Billable Days [Note to bidder: If, in your assessment, the number of billable days needed exceeds 40 days, please explain in your proposal.]
1	Detailed consultancy workplan agreed		
2.1	Summary of concrete revisions proposed for consistency, simplicity, and alignment.		
2.2	Revised training content for one module (module introduction and lessons) for feedback.		
2.2	Revised training content for the 15 modules (modules introduction and lessons)		
3.1	Summary of concrete revisions proposed to improve and/or complement the learner sessions		
3.2	Revised learner sessions for one module for feedback.		

3.3	Revised learner sessions for all modules and lessons ready for uploading in Notion		
4	Revised modules, lessons and learner sessions in Notion		