



USAID
FROM THE AMERICAN PEOPLE

Date Issued: February 15, 2018

**Subject: Amendment Number 02 to Annual Program Statement (APS) No:
7200AA18APS00002
Cooperative Development Program**

Dear Prospective Applicant:

The purpose of this Amendment is to provide answers to the Written Questions about the concept paper.

The closing date for the submission of concept papers for Round 1 is March 9, 2018 at 1:00pm Washington, DC time.

Sincerely,

Charles C. Jackson
Agreement Officer
Office of Acquisition and Assistance

TECHNICAL

1- Would USAID please clarify whether a Cover Page, Table of Contents and Acronym List may be submitted, and confirm that these will not be included within the page limits of Sections I-III?

Response: Cover page, table of contents and acronym list will not be included in the page limit.

2- Please confirm that each Concept Paper should be emailed to the specific USAID OU POC responsible for the country office with which the applicant proposes to collaborate, in addition to a cc: to cdp-aps@usaid.gov.

Response: Applicants should collaborate with country missions in the development of their scope, however, they should only submit a concept paper to the OU they intend to obtain funding from. The OU should also make available an email address to submit the concept paper and full application if requested.

3- Can one concept paper be directed to more than one Operating Unit? Would this strategy be looked upon favorably?

Response: Applicants are encouraged to collaborate with country missions. It is possible; however, that information will be provided in due time by the respective OU.

4-How specific should the concept paper be in terms of activities?

Response: Activities should be specific with the understanding that neither the applicant nor USAID have all the answers.

5- For instance, would we submit the same concept note to multiple OUs or would we write different concept notes per OU?

Response: Applicants should collaborate with country missions in the development of their scope, however, they should only submit a concept paper to the OU they intend to obtain funding from.

6-Bidders are required to submit concept notes to the USAID OUs point of contact for review. If we are proposing a multi-country, but not regional, program, how would USAID recommend we proceed?

Response: Applicants should collaborate with country missions in the development of their scope, however, they should only submit a concept paper to the OU they intend to obtain funding from.

7- With the concept note submission, what supporting documentation do you need from the USAID Country Missions to demonstrate their support of the project being implemented in their respective country(ies)?

Response: During the concept stage, applicants applying through the E3/LS OU should provide their POC(s) from USAID country missions in the body of the email.

8- For the concept note, could USAID please clarify what supporting documents are requested from the USAID Country Missions to demonstrate that they support the project?

Response: During the concept stage, applicants applying through the E3/LS OU should provide their POC(s) from USAID country missions in the body of the email.

9- Are applicants required to select a single category for a concept note or may multiple categories be included?

Response: Applicant can select one, two or all three categories.

10- The CDP APS states the each CDO must be in alignment with the strategies of the OU in each country they propose to operate a project. Could you clarify how this will work when multiple countries are proposed?

Response: Applicants should collaborate with country missions in the development of their scope, however, they should only submit a concept paper to the OU they intend to obtain funding from. During the concept stage, applicants applying through the E3/LS should provide their POC(s) from USAID country missions in the body of the email.

11- Must the project align with all the strategies by the OU?

Response: Applicants should collaborate with USAID missions for concurrence and align their strategies accordingly. During the concept paper development phase, applicants are encouraged to ensure that their strategies are aligned with respective OUs.

12- Are collaborating OUs (e.g. USAID country-based OUs) required to commit funds to support CDP implementation?

Response: USAID country-based OUs and missions are not required to commit funds to support the CDP. This APS mechanism was released by E3/LS and has approximately \$12 mil appropriated annually. This mechanism allows OUs, in particular country missions, to issue their own awards to eligible implementing partners under the scope of cooperative development.

13- Confirm that references to the “cognizant OU” are synonymous with the Local Sustainability OU.

Response: The Local Sustainability office is the cognizant OU.

14- If we were submitting to two OUs for instance, would you recommend that we make one the primary contact and the second the secondary contact?

Response: Applicants are encouraged to include all relevant OU contacts in correspondence. If they intend to secure funding from a particular OU, that contact should be primary.

15- a) The APS states that USAID OU consent is required prior to concept paper submission. Does the APS require a formal letter stating their consent? **b)** If so, what format and content should this letter contain? Since the APS also states that there is a three-page limit for Section III. Supporting Documents, would we include a formal letter in a separate section?

Response: During the concept phase, applicants should have already contacted relevant missions to determine interest. Applicants applying through the E3/LS should provide their POC(s) from USAID country missions in the body of the email.

16- If a letter is not required, how do we demonstrate consent from the OU?

Response: During the concept stage, applicants applying through the E3/LS should provide their POC(s) from USAID country missions in the body of the email.

17- Does this apply also to the concepts that are directly submitted to the Bureau for Economic Growth, Education and Environment, Local Sustainability Office (E3/LS) here in Washington? In other words does an applicant need to obtain consent from E3/LS prior to submitting a concept paper? If so should this be done in writing?

Response: Applicants do not need consent to submit a concept to E3/LS.

18- Given that cooperative development and market performance facilitation includes public, private and often research organizations in order to achieve the best possible outcomes does this APS require the concept note to clearly delineate a particular category of cooperative development?

Response: One to three categories may be selected. These categories are interconnected and interdependent, the applicant is not required to delineate particular categories.

19- Are there additional sub-parts requested/required under Section IIA or is the omission of #6 simply a typo?

Response: Typo.

20- Given page limitations, we request that Section I simply include names of Partner Organizations and that fuller contact information be left to Section III.

Response: Please include partner names in Section I and partner contact info in Section III.

21- Given that cognizant OUs in the field may not be as well-versed in the expertise and experience offered by applicants, would USAID permit inclusion of applicant past-performance experience in Section III in addition to the information about cost and partners?

Response: The concept stage allows implementing partners and OUs to begin a conversation about potential collaboration. During the full application stage, past-performance information will be requested to further vet the applicant's experience for a particular scope.

22- Will the cognizant OU be required to disclose "*other criteria deemed appropriate*" before the concept paper is submitted?

Response: No.

23- How will management of the award be organized if the funding structure is from the LS OU but the design stems from another OU?

Response: As with buy-ins, the OU providing the funding will manage the contractual requirements under the award and be responsible for relevant financial and programmatic reporting. Other OUs who collaborated on the design will oversee activities and provide guidance and assistance where needed.

24- a) Are concept papers being reviewed on a rolling basis throughout the issuance period noted on page 7 (through February 7, 2019) **OR b)** Are the only review periods those specified on page 9 - March and October?

Response: Concept papers will be reviewed within 20 days of submission. Deadlines are in place to organize submissions to the LS OU. Other OUs will have their own processes and will establish timelines as needed.

25- I would also like to know how I can apply for this grant?

Response: Please read the CDP APS posted on www.grants.gov, follow the steps and directions and submit a concept to cdp-aps@usaid.gov.

26- The E3 Bureau is the correct title for the USAID OU to whom the concept note should be submitted?

Response: E3/LS is the issuing OU for the CDP APS, appropriated at approximately \$12 mil annually. Concepts can be submitted to any OU, depending on where the applicant intends to access funding.

27- Is Emily Varga is the appropriate E3 Operating Unit POC?

Response: For E3/LS, Emily Varga is the appropriate POC.

28- Is Emily Varga is the appropriate E3 Operating Unit contact to whom the concept note should be submitted?

Response: For E3/LS, Emily Varga is the appropriate POC.

29- Do interested organizations need to receive approval from the Local Sustainability OU (“cognizant OU POC” – Emily Varga) before submitting a concept paper (pg 8)?

Response: No.

30- On page 16, paragraph 2, USAID notes that Section III must not exceed 3 pages. On page 17, USAID indicates that Section III should be a maximum of 2 pages (1 each for sub-sections A and B.) Would USAID please clarify the length of each component of Section III.

Response: Keep Section III to 2 pages.

31- Would USAID please confirm the preference for whether Section III should be submitted separately from Sections I and II in a separate email? Also, would USAID prefer two separate emails for Section III A. and Section III B.?

Response: Please include all information in a single email.

32- Please confirm whether USAID requires an attachment size file limit.

Response: No, please use your best judgement.

33- Are geographical codes 937, 110, and 935 negotiable?

Response: The geographic for this APS is 937. During the co-design phase, this can be negotiated based on the circumstances of the scope.

34- Will this CDP award allow for research in countries that previously received but have since graduated from USAID assistance?

Response: Yes.

35- Does an applicant need concurrence from a mission when submitting concepts directly to E3/LS? If so can those be obtained at the full application stage?

Response: During the concept phase, mission concurrence is not required. Mission concurrence is required during the full application stage.

36 - Can offerors include Letters of Support from counterparts such as government agencies, Apex organizations, etc.?

Response: During the concept phase, letters of support are not required. During the application phase letters of support are required.

37- Should offerors include Letters of Commitment from identified partners such as sub-grantees?

Response: During the concept phase, letters of support are not required. During the application phase letters of support are required.

38- On page 16 of the APS, USAID lists the items that should be included in Section I. To allow for more space for the technical proposal, will USAID allow offerors to list the following information on a cover page that is not counted towards page limits:

A. Name and Contact Information of Applicant

B. Title of Proposed Activity

D. Name and Contact Information for Other Partner Organizations Collaborating on Award

E. Name of the USAID OU to which this application is submitted

F. Amount of Funding Requested from USAID

Response: Cover page, table of contents and acronym list will not be included in the page limit.

COST

1- Should more than one budget be created for each concept paper? For example should the concept include a budget that is being requested of the CDP and a 2nd budget that is being requested of the cognizant OU?

Response: One (1) budget limited to one (1) page should be submitted with the concept paper.

2- Would USAID please clarify whether the budget line items on page 21 are illustrative, or whether implementers are allowed to propose additional line items.

Response: Budget line items on page 21 are illustrative, implementers are allowed to propose additional line items.

3- Are applicants required to include the cost estimate in Section I F or should cost information ONLY be included in Section III?

Response: Applicants should only include cost information in Section III.