

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

BPA NO.

1. CONTRACT ID CODE

PAGE

1

OF PAGE

4

2. AMENDMENT/MODIFICATION NO.

3

3. EFFECTIVE DATE

June 27, 2011

4. REQUISITION/PURCHASE REQ. NO.

5. PROJECT NO. (If applicable)

6. ISSUED BY

CODE

Regional Office of Procurement
USAID/RDMA
Athenee Tower, 25th Floor
63 Wireless Road, Lumpini, Pathuwan
Bangkok Thailand 10330

7. ADMINISTERED BY (If other than Item 6)

CODE

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

To all Offerors/Bidders

(X)

9A. AMENDMENT OF SOLICITATION NO.

USAID-Cambodia-442-11-002-RFA

X

9B. DATED (SEE ITEM 11)
06-07-2011

10A. MODIFICATION OF CONTRACT/ORDER NO.

10B. DATED (SEE ITEM 13)

CODE

FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☒ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☒ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS,
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(X)

A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this amendment is to provide a response to questions received as detailed on page 2 of this amendment.

Please note that this amendment revises Section A.II.J of the RFA to increase the technical application narrative page limit to 20 single-spaced pages. Section A.II.J, is revised, in part, to state the following:

“Narrative: (not to exceed 20 typed, single-spaced pages, Times New Roman 12-point font) describing:”

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

Craig Riegler
Regional Agreement Officer

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

(Signature of person authorized to sign)

BY

Craig Riegler
(Signature of Contracting Officer)

6.27.2011

Questions and Responses:

Question 1: Does an applicant have to be associated with the shelters or current anti-trafficking NGOs to be seriously considered for this grant?

USAID Response 1: No, the applicant does not have to be associated with the shelters or current anti-trafficking NGOs to be seriously considered for this grant. However, the technical approach should demonstrate understanding of TIP issues in South East Asia and Cambodia, and proposed key personnel will be evaluated on a number of factors including but not limited to experience in Asia, and Cambodia in particular.

Question 2: Can the application be focused on the training of police and teachers and the evaluation of the effects of this training?

USAID Response 2: USAID/Cambodia welcomes a robust approach to working with the police and teachers as part of an integrated approach to addressing all five objectives of the RFA. Thus, to be considered responsive to this RFA, all five objectives should be addressed. To this end, Applicants may form partnerships with other academic institutions, private sector entities, or NGOs in submitting applications."

Question 3: Do you anticipate only one comprehensive award under the solicitation?

USAID Response 3: As stated in the cover letter to the RFA, subject to the availability of funds, USAID intends to award one cooperative agreement. USAID reserves the right to fund any, a portion of, or none of the applications submitted. USAID may also exercise the discretion to make awards to more than one organization.

Question 4: The link provided in the solicitation on page 40 under Part III – Standard Provisions for US and non US organizations do not work. Can you please confirm if this was meant to detail just the standard mandatory provisions or also the additional required as applicable provisions for this specific opportunity? Can you also please provide a list of the additional required provisions that will be applicable for this opportunity?

USAID Response 4: The link provided is provided below, and these are the standard and the applicable provisions for a standard agreement. The special provisions will be finalized at the time of award.

Mandatory Standard Provisions for U.S. Nongovernmental recipients can be accessed through USAID's website <http://www.usaid.gov/policy/ads/300/refindx3.htm>

Mandatory Standard Provisions for Non-U.S., Nongovernmental recipients can be accessed through USAID's website <http://www.usaid.gov/policy/ads/300/refindx3.htm>

SF 424 Application For Federal Assistance Website: This form can be downloaded on USAID website at: http://www.usaid.gov/procurement_bus_opp/procurement/forms

Question 5: The cover letter instructs applicants to submit hard copies to USAID/Cambodia and subsequently notes that "(a)pplications will be accepted for consideration as long as they arrive in Bangkok, Thailand by the time stipulated." Where should applicants send hard copies?

USAID Response 5: Hard copies of the technical application and cost application must be sent to Ms. Sokunn Mealea Prak, USAID/Cambodia, at the address indicated on the cover letter of the RFA. Electronic copies of both must be sent to Praveena ViraSingh at pvirasingh@usaid.gov

Question 6: On page 5, Section D indicates detailed instructions on the Performance Management Plan and Implementation Work Plan which includes a detailed Implementation Schedule for the first 12 months. However, on page 7 Section J, the suggested outline does not mention the Implementation Work Plan. Given that the Performance Management Plan is specified as an annex, but the Implementation Work Plan is not, does USAID expect bidders to include the Implementation Work Plan under Annex A: Performance Management Plan?

USAID Response 6: Confirmed.

Question 7: Page 7, item I.4 (Subgrantees), indicates that "Technical plan information for proposed subgrantees should follow the same format as that submitted by the applicant." Can USAID please clarify what is meant by this instruction?

USAID Response 7: Apart from the specific information requested in I.4, the Applicant should ensure that its technical application clearly includes the information required in A.II of the RFA and clearly identifies who will be performing which function/task. The Applicant can determine how best to relay this information.

Question 8: Page 7 of the RFA, item J, indicates that proposal narratives should be double-spaced. Would USAID consider allowing single-spaced proposal narratives or extending the page limitations so that applicants may adequately describe their proposed program?

USAID Response 8: Yes. Proposal narratives may be single-spaced, not to exceed 20 pages.

Question 9: Considering the cross-border nature of human trafficking and the importance of linking to international agreements and activities designed to combat TIP, is the implementer permitted to fund some targeted activities outside of Cambodia for the purposes of advancing CTIP II's program objectives?

USAID Response 9: No activities are to be conducted outside of Cambodia, with the exception that the participation in regional conferences, training programs or workshops can be funded under this RFA.

Question 10: Sections (g) and (h) of the Preparation Guidelines section outline the two ways applicants can submit their proposals. If applicants submit electronically, are they still required to submit a hard copy? If so, will USAID accept an electronically scanned signature in the hard copy application?

USAID Response 10: Both hard and electronic copies are required as detailed in the RFA and an electronic scanned copy cannot be substituted for the submission of the hard copies. Please also refer to USAID Response 5.

Question 11: Per the Technical Application Format section (page 7), the narrative should "not exceed 20 typed, double-spaced pages, Times New Roman 12-point font." Please confirm whether those documents requested under Annexes are included in the narrative section and should be included in the 20-page limit?

USAID Response 11: The documents requested under Annexes will not be counted against page limitation. Please also refer to USAID Responses 6 and 7.

Question 12: On page 5, USAID indicates that (a) "applicants should provide estimated (draft) targets by indicator for the first 12 months of the program," and (b) "actual and subsequent year targets will be negotiated with USAID/Cambodia annually." However, USAID also mentions that the Performance Management Plan should include "annual and end-of-program indicators and targets." We sense a potential contradiction and understand this to mean that applicants should provide estimated draft targets by indicator for the first 12 months and end of program. Please confirm if our interpretation is accurate.

USAID Response 12: Yes, in the PMP, applicants should provide estimated draft targets by indicator for the first 12 months and end of program draft targets.

Question 13: On page 29, USAID states that applicants should include an Impact Evaluation Plan "using quasi-experimental design, randomization and control groups for collecting baseline, mid-term, and end of project evaluation data," when appropriate. Is USAID open to the use of appropriate qualitative analytical techniques to complement and supplement quasi-experimental approaches, which are traditionally quantitative?

USAID Response 13: USAID/Cambodia welcomes the use of qualitative research techniques *only in addition to* a bona fide impact evaluation using quasi experimental design, randomization and control groups. As stated in the RFA, USAID recognizes that impact evaluation may not be feasible for all activities; however, USAID/Cambodia encourages applicants to identify particular research questions which correspond to specific activities which can be measured using impact evaluation techniques. Since this involves the collection and analysis of baseline data at the beginning of the project and

throughout the life of the project, applicants are encouraged to identify the key research questions for impact evaluation at the beginning of the project.

Question 14: Can a local organization be approached by two different organizations to be partners for USAID-Cambodia-442-11-002-RFA grant. Are two different organizations able to submit their applications identifying the same organization as a partner?

USAID Response 14: Applicants must not require, or request, exclusive partnership agreements with sub-partners. USAID recognizes that there is a limited pool of organizations and potential partners in Cambodia that possess the demanding skillset required by this RFA and since there is no requirement for exclusive partnership, organizations can partner with more than one lead organization.

Question 15: Can an organization submit an application as the lead organization, as well as a partner on a separate application?

USAID Response 15: Yes, an organization may submit an application as a lead organization and as a sub-partner on a separate application.