

Notice of Funding Opportunity Number: 72051718RFA00003
HIV Services and Systems Strengthening (HS3)

Questions and Answers

1. Will subcontractors who provide a detailed budget also need to complete the USAID provided cost template attached to the Request for Application? Or is the prime applicant the only entity responsible for completing the USAID provided cost template?

Answer: Yes, applicants must complete the USAID provided cost template for all proposed subawards.

2. Page 37, H) History of Performance. USAID has asked for recent history of performance for all cost reimbursement contracts, grants or cooperative agreements not to exceed 5 years. This part alone would be hundreds of pages of documentation. Would USAID consider removing this section or reducing to a smaller time period (ie-last 1 or 2 years)?

Answer: No, USAID will not remove this section or reduce to a smaller time period. Applicants can choose to submit their most relevant similar or related programs within the last 5 years.

3. Will any property such as furniture, equipment or vehicles be made available from another project?

Answer: It is possible that these items may be made available but the list if there is one will not be available until other projects end.

4. Would USAID please provide offerors with the most recent LCP and FSN Payscale?

Answer: Yes, the LCP/FSN Pay scale will be uploaded in [grants.gov](https://www.grants.gov) as a separate file.

5. Can the USAID provided template be adjusted to reflect a company's cost structure?

Answer: No.

6. Will USAID permit grants to be given to public institutions?

Answer: Yes.

7. The USAID provided template, Detail Tab, had columns C. Objective and D. Outcome hidden. Does this indicate that these two columns do not need to be completed?

Answer: Yes, these two columns do not need to be completed.

8. On page 31, it is indicated that a Draft Year One Implementation plan and a Draft ME&L Plan are authorized annexes to the technical application. Can USAID confirm that these annexes do not have a page limit?

Answer: Yes, we confirm that these annexes do not have a page limit.

9. There is no reference to CV's / resumes for Key Personnel. Can USAID confirm that resumes can be submitted as an additional annex for the five Key Personnel positions, or whether they count against the page limit in the Management Section?

Answer: Applicants may choose to submit as an additional annex CV's/resumes for proposed Key Personnel and these won't count against this section page limit. However, applicants must comply with requirements under Management Approach that refer to describing skills, experience and education of the Key Personnel.

10. Do the Annexes for the Implementation Plan and ME&L plans count in the page limit for the M&E Plan?

Answer: No.

11. Would USAID allow the applicant to submit the budget in a different Excel template than what is provided in Annex 1, with the understanding that the alternative template captures all the information that is required in the USAID template?

Answer: No.

12. Regarding Section 5g, Experience on page 32: Given that detailed and complete project reference information will be included in the History of Performance section of the Business (Cost) Application, can the applicant exclude this redundant information (e.g. point of contact list and phone numbers) from the Experience section of the Technical Application as long as it is present in the Cost Application?

Answer: Please include on both.

13. In Section 5h: History of Performance on page 37, could USAID confirm that the phrase 'not to exceed 5 years' refers to programs that have been in active implementation any time since August 2013?

Answer: Yes, we confirm.

14. In History of Performance on page 37, can the applicant include information not specified in the bulleted list, such as performance location and awarding mechanism?

Answer: Yes.

15. Are letters of commitment required for Key Personnel?

Answer: No.

16. Given that PEPFAR sets annual targets for their standard indicators, are applicants required to estimate targets for the life of the project?

Answer: Yes.

17. RFA P27, h) History of Performance: Rather than providing, "...all ... cost-reimbursement contracts, grants, or cooperative agreements involving similar or related programs..."

Question: Will USAID please consider limiting the required submission to the three (3) to five (5) of the most relevant similar or related programs completed by applicants within the last 5 years?

Answer: Applicants can choose to submit [only three (3) to five (5)] their most relevant similar or related programs within the last 5 years.

18. RFA P31, f) states that the Implementation and Monitoring, Evaluation & Learning (ME&L) Plans application section should include no more than 10 pages.

Question: Can USAID please confirm that the two annexes referenced in this section (Draft Year One Implementation Plan and Draft ME&L Plan) are not included in the 10-page limit?

Answer: Confirmed.

19. Page limitation distribution among the sections is atypical, where Technical Approach has the same number of pages as Management Approach.

Question: The cumulative page limitation for the Technical Application is 48 pages which encompasses the following sections:

- a. Technical Approach
- b. Management Approach
- c. Implementation and Monitoring, Evaluation & Learning (not including annexes)
- d. Experience

Would USAID consider removing the existing section page limits for the section listed above in favor of an overall Technical Application page limitation of 48 pages?

Answer: No.

20. Is Santiago Province going to be supported throughout the life of the project given that it is being phased out in PEPFAR FY19?

Answer: This has not been determined yet.

21. Would USAID consider allowing the addition of the following two additional annexes?
- a. Key Personnel CVs
 - b. Organizational Chart

Answer: Refer to answer to question #9 for a. and the same applies for b.

22. What are the SAIs that HS3 will be working with in FY19?

Answer: At a minimum we anticipate working with nine clinical care SAIs and nine additional SAIs for collaborative facilitation.