

AMENDMENT 2
RFA-267-12-000001 - CIVIL SOCIETY PROGRAM

The purpose of amendment 02 is to disseminate to all prospective applicants the questions and answers (Q&A) during the Pre-Award Conference held on April 17, 2012 and attended by parties interested in the RFA.

Amendment 02 also provides and revisions to answers where there is conflict between the RFA, Amendment 1 and other responses. Therefore the "revised response" shall replace initial "answers" to questions during the pre-award conference. Attached to the amendment is a list and contact information of the Attendees.

Revise "vii Other information" under **SECTION IV.E.4. INSTITUTIONAL CAPACITY AND PAST PERFORMANCE** to correct the page limit from 35 pages to 40 pages. Please note that the page limit includes all Annexes, including the security plan.

Revise Section II.3. Substantial Involvement to revise the last sentence of the last paragraph to read the following in lieu thereof: "USAID's approval of sub-grant recipients is required in accordance with 22 CFR 226.25 and such approval is part of substantial involvement."

All other terms and conditions of the original request for application (RFA), except as previously amended, remain unchanged and in full force and effect.

Sincerely,

M- Kamal - Ayub

Mohammad K. Ayub
Agreement Officer

MINUTES MEETING

The Pre-Application Meeting for RFA- 267-12-000001, Iraq's Broadening Participation through Civil Society Project (BPCS), was held on 17 April, 2012, 9:00, at the 4 Point Conference Room in the Ronald Reagan Building. Attendance Roster is attached at the end of the notes. The meeting began at 9:00 with an introduction of the USAID representatives present: Marilyn E. Bianco, baghdadtdy226@usaid.gov (OAA/Baghdad); Erin Epstein, ee Epstein@usaid.gov (DGO/Baghdad); Note Taker, Ed Acevedo, USAID/OAA/W); and from DGO/Baghdad: Eileen Derby, ederby@usaid.gov; and Todd Sloan, tsloan@usaid.gov. Also present were: Alex Dickie, Mission Director; Alex Dupree, Deputy Mission Director; Jerry Kryschal, OAA/Iraq Supervisory CO/AO; and from DGO/Iraq: Vladen Raznatovic, and Varghese Jacob.

9:10 Marilyn Bianco provided an overview of OAA portion of RFA: RFA-267-12-000001 to provide approximately \$75 million in total funding for a project lasting for a 3-year period. The RFA will be evaluated and awarded based on Best Value. Amendment 1 was issued and posted on 15 April. Attendees were reminded that Applications needed to be sent under two separate emails (cost and technical proposals) to baghdadsolicitations@usaid.gov; Notifications for confirmation of receipt with no attachments should be sent to OAA POC's: bteame@usaid.gov ; baghdadtdy226@usaid.gov and through end of April also akane@usaid.gov . The RFA Closes 7 May, 4 p.m. EST. Other things noted;

Page 34: Key Personnel. COP and DCOP must be from Prime Contractor

Page 42: Covered points about allocation of funds for the various focus areas, such as \$60M for Civil Society focus, etc. Project will start in October, 2012.

Page 44: Any entity is eligible to apply

Page 47: Application is not to exceed 30 pages; annexes are not to exceed 40 pages.

Also, applicants must provide detailed budget of life support and associated costs (should be no more than 25% of budget)

Page 56: Discussion of change in weighting of factors

9:30 Erin Epstein provided an overview of Technical portion of RFA.

Page 9: This project will integrate best practices of civil society and democracy building.

End goal is to make sure all components of strengthening civil society are included.

Page 3: We are looking for the next generation of civil society projects.

Impact + Effect

We are looking for innovative approaches. This is an ambitious project that represents a turning point in the history of Iraq. We expect and want to see Iraqi partners – this is critical!! At the end of 3 years, we would like to see the Iraqi partners take charge of the process and not be dependent on others.

9:50 Open Discussion with Questions (Q) and Answers (A).

9:40: Self-introductions of attendees

10:10 The meeting was ended. Baghdad thanked the attendees for their participation

**ATTACHMENT TO AMENDMENT 2
RFA-267-12-000001 - CIVIL SOCIETY PROGRAM**

QUESTIONS AND ANSWERS:

- Q: Is there a preference for how the sub-contractors are presented contractually.
A: We need to be specific regarding security services, but not for the rest of the services. We anticipate sub-grants.

REVISED RESPONSE: Specific shall be provided for all subcontractors/sub-recipients identified in the application. The application format which provides instructions.

- Q: One of the attendees asked about the Marla Fund.
A: Currently Marla is implemented as a component that works with civilian war victims by means of a sub-contract. It is suggested that attendees view website to understand how Marla Fund is being implemented.
- Q: What level of detail are you looking for regarding backgrounds of key personnel?
A: We need to see the five key personnel with CV's, references, etc., but you can also give basic info on the other technical people as well. Level of Commitment letter is not required for the additional people (beyond the 5 key ones).

ADDITIONAL CLARIFICATION: Please see Amendment One and follow the instructions on Key personnel and Management Plan.

- Q: What timeframe are you thinking about regarding working with NGOs to access the APS? Is this a criterion for success?
A: These are still in process, so timing is not predictable. Ideally, they will all be ready at the same time. This is still a work in progress. In the application, we are looking for clear acknowledgement and how you intend to work with these programs. We don't envision an unmanageable burden going forward.
- Q: What do you want to achieve at the end of three years?
A: We are looking for broader participation. Page 38 and 39 show our results framework and top-end goals. This includes: moving the transition to democracy forward and also engaging citizens as broadly as possible. We are looking at applications that creatively help us to reach these goals. The public must be able to differentiate civil society from government. Additionally, the public must perceive that there is room for civil society. We want to empower organizations and groups who desire to put forth a constructive and peaceful agenda. Key emphasis is on constructive engagement.
- Q: Should we use the form in the RFA (Contractor performance report)? Do we need to use this form or can we use another format?
A: You can use a different format, as long as it includes the required information.

REVISED ANSWER: The sample past performance report form that is included in the RFA must be used.

- Q: Are dividers included in the page limit?

A: No

- Q: Contractor asking for clarification regarding budget and security.

A: 25% maximum is part of the \$75million.

- Q: Will be there GOI officials on the technical evaluation panel?

A: No.

- Q: In terms of the process, will you marry different parties together on the award?

A: No, there will only be one award.

ADDITIONAL CLARIFICATION: Only one award will be made. An Organization or a Consortium may submit application in response to the RFA.

- Q: Can we obtain the attendance list from this meeting?

A: Yes, it is attached.

- Q: Is the security plan part of the 40-page limit, or is it separate?

A: It will be separate from the 40-page limit for the annexes, but it is limited to 5 pages. We should be able to get an idea of costing/budget from looking at it.

REVISED ANSWER: The security plan is part of the 40 page limit. The number of page of the security plan is determined by the applicants, however the total page of Annexes combined shall not exceed 40 page (See Amendment 1). In addition delete the answer "We should be able to get an idea of costing/budget from looking at it." and note that Security and Life support should be presented in a separate budget (See INSTRUCTIONS IN MODIFICATION 1)

- Q: Will recipient coordinate with GOI?

A: You must demonstrate an ability to work with GOI. If you have working relationships, this will help you. You need to demonstrate a strategy. Estimate on registration timeframe is currently at 7 months.

: Most security companies have current licenses, but you must insure that any security company you nominate as a sub is holding a current security company license at the time of your application.

ADDITIONAL CLARIFICATION: Yes. Please refer to the RFA, among other areas, Component 4 and Section I.VI.D Implementation risks which discuss the coordination with GOI.

- Q: Will security component be competed by USAID?

A: No, that is the responsibility of the contractor. You can name your security company for approval at time of award. Please keep in mind that you can move your Iraqi personnel around the country much easier than you can move your expats.

REVISED ANSWER: As provided in Section I.VI.D, Implementation risks, this is the responsibility of

the contractor. Information about security and life support services in Iraq is provided by the Overseas Security Advisory Council: www.osac.gov. Also see Amendment 1, revisions to SECTION IV.E.4."5. Annexes".

- Q: Asking for clarification about Monitoring and Evaluation (M&E) experts.
A: We are looking for strong M&E experience on the team. This is a major component.. We deliberately wrote the M&E expert as separate from the DCOP. He must be on the ground as soon as possible and must fit the criteria as stated in the RFA.

ADDITIONAL CLARIFICATION: Each of the position listed as key personnel in the RFA plays a specific and important role in the program. This has been addressed in multiple areas of Modification 1 (see answers 3, 4, 5, 6 and 14). Also refer to the instructions provided in the RFA and Section I.VI.E.2, Key Personnel

- Q: About Page 6, Section 4, of Amendment # 1: The question was about teaming arrangement regarding life support services. Specifically, the statement: "The Applicant shall not propose a teaming arrangement for Security and Life Support services."
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A: I believe the teaming arrangement is talking about technical, not security. Basically, we are looking for a package approach to security and life support.
- Q: How do we compete this (security/life support) if we get the award? Can we nominate a sub separately- Or do we have to go find one competitively at the time of award?
A: The standard is that there is some level of documented competition. Doesn't have to be signed, but it must show competition. We are looking for one contractor, not a group of subs. We don't want to see a myriad of subs we have to approve separately.

CLARIFICATION: Applicants are responsible of how they select their security and life support subcontractor at the time of submission, so long as they meet the security requirements. In addition, the rational of selection shall be submitted with the applicant's submission. Subcontractor covering Security and life support is preferred, however, the two may under two different subcontractors and presented separately (one for security and one for life support). .

- Additional comments: the Government of Iraq's (GoI) issues a list of Iraq licensed security companies which includes the end dates for each current license. attached is the most recent listing from GoI on licensed security companies.

Attachment: Attendance Roster:

USAID/IRAQ Broadening Participation through Civil Society
Project (BPCS), Pre-Application Meeting
17 April, 2012 at 9 a.m., RRB, 4 Point Conference Room

1. IRD, (International Relief and Development), 1621 North Kent Street | Fourth Floor | Arlington, VA 22209

NAME	JOB TITLE	EMAIL	PHONE NUMBER
1 Ted Landau	Dir Dem, Gov & Comm Dev		
2 Lenoure Recanatini	Sr Bus Dev Mgr		
3 Yvonne Hubbard	Director of Recruitment		

2. IREX

NAME	JOB TITLE	EMAIL	PHONE NUMBER
1. Dalen Todd	Development Manager		
2. Allison Strype	Program Coordinator		
3. Mark Whitehouse	VP, Media		

3. InterMedia, Global Research & Counsel on Information, Commo & Media,

NAME	JOB TITLE	EMAIL	PHONE NUMBER
1. Tyra Harris-Fagoroye	Bus Dev & Mktg Mgr		
2. Susan Gigli	COO		
3. Tim Cooper	Research Director		

4 CHF Intl, 8601 Georgia Avenue, Suite 800, Silver Spring, MD 20910

NAME	JOB TITLE	EMAIL	PHONE NUMBER
1. Karla Yoder	Prog Dev Mgr		
2 . Hugh Ivory	Prog Dev Mgr		

5. DCI, Development Cooperation International,

NAME	JOB TITLE	EMAIL	PHONE NUMBER
Hope Traficanti	Operations Manager		

6 AMAR U.S., 1616 H Street, N.W. Suite 105, Washington, D.C.

NAME	JOB TITLE	EMAIL	PHONE NUMBER
1.Christopher C. Straub	Vice President		
2.Christopher Kyriacou	Washington Mgr		
3.Katie Medwid	Program Assistant		

7. Global Strategic Partners

NAME	JOB TITLE	EMAIL	PHONE NUMBER
1. David M. Denehy,	CEO, Managing Partner, Global Strategic Partners		
2. Gary Fowler,	Education & Diversity Foundation		
3. Aly Jetha,	President, Big Bad Boo		

8. Counterpart International

NAME	JOB TITLE	EMAIL	PHONE NUMBER
Kim Mahling Clark	Dir of Prog Development		
Mark Granius	Prog Dev Technical Advisor		
Susie Yu	Prog Dev Coordinator		

9. SEDO, Nonprofit NGO, registered in Iraq under number (1Z72840),

NAME	JOB TITLE	EMAIL	PHONE NUMBER
1 Mohammed Neamah Hussein	Prog Mgr		

10. STATT, 3905 Two Exchange Sq, Suite 8436, 8 Connaught Central, Hong Kong

NAME	JOB TITLE	EMAIL	PHONE NUMBER
Jeff Bernstein	Analyst		

11 The Iraq Foundation, 1012 14th St., NW, Suite 1110, Washington, DC 20005, Tel: 202-347-4662

NAME	JOB TITLE	EMAIL	PHONE NUMBER
Ms. Rend Al-Rahim	Executive Director		
Ms. Selwa Gailani	Chief Operating Officer		
Ms. Maria Abousleiman	Senior Program Officer		

12 Mercy Corps, 1730 Rhode Island Ave, NW , Suite 809, Washington , DC 20036, (202) 463-7384x119, Jill Hicks, jhicks@

NAME	JOB TITLE	EMAIL	PHONE NUMBER
Jill Hicks	Sr. Program Officer		
Kari Diener	Sr. Policy Officer		

13. PH International , (Project Harmony Int'l), 5197 Main Street, Ste 6, Waitsfield, Vermont 05673

NAME	JOB TITLE	EMAIL	PHONE NUMBER
1. Karen K. Diop	Dir of Prog & Fund Dev		
2. David Koenig	Director of Operations		

14. Creative Associates Int'l, 5301 Wisconsin Ave. NW, Ste 700, Washington, DC 20015

NAME	JOB TITLE	EMAIL	PHONE NUMBER
1. Barbara Rodey	Dir, Gov & Civil Soc		
2. Carla Rosa-Borges	Sr Assoc, Gov & Civil Soc		
3. Jeannie Rose	Coord, Prop Dev		

15. MSI, Washington, DC

NAME	JOB TITLE	EMAIL	PHONE NUMBER
1 Katie Krueger	Technical Manager		
2 Svetlana Winbourne	Technical Director		

16. CT Advisory Svc ,

NAME	JOB TITLE	EMAIL	PHONE NUMBER
Chris Tonkovic			

17. F.U.A.D., Abdulmuneim Ahmed Hasan, abdm64@yahoo.com

NAME	JOB TITLE	EMAIL	PHONE NUMBER
1 Abdulmuneim Ahmed	Exec Dir of FUAD ORG		

2. Raid Shakir Tariq	Dpty Exec Dir FUAD Org	raidalazawy@ymail.com ; fuadiraq@yahoo.com;	no local phone number
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18. **DAI**

NAME	JOB TITLE	EMAIL	PHONE NUMBER
1. James (Jim) Benson	Technical Advisor		
2. Bruce Spake	Managing Director		
3. Marsha Thaler Smith	Sr Acquisitions Manager		
4. Heidi Silvey	Managing Director		
5. Amy Klein	Project Coordinator		

19. **ICNL**, The International Center for Not-for-Profit Law

NAME	JOB TITLE	EMAIL	PHONE NUMBER
Kristen McGeeney	Legal Adv-Mid East / N. Africa		

20. **Global Services Control Risk**

NAME	JOB TITLE	EMAIL	PHONE NUMBER
Ryan Marvel	Senior Consultant - Iraq		

21. **ACDI/VOCA**

NAME	JOB TITLE	EMAIL	PHONE NUMBER
Sally Iadarola	VP for Special Proj		

22. **America's Development Foundation**

NAME	JOB TITLE	EMAIL	PHONE NUMBER
Michael Miller	President		

23. **RTI**

NAME	JOB TITLE	EMAIL	PHONE NUMBER
Nathan Karrel	Prog Dev Coordinator		

24. **RI (Relief International)**

NAME	JOB TITLE	EMAIL	PHONE NUMBER
Emily Romero	Program Manager		
NAME	JOB TITLE	EMAIL	PHONE NUMBER
Tim Eaton , BBC Media Action, Bush House, Strand, London, WC2B 4PH	Assistant Proj Mgr, Iraq		
Jill Holcolm , American Islamic Congress	Dir of Development		
Ria Hulsman , HIVOS People Unlimited, Den Haag, NL	Coord Office for Donor Relations		