

**Request for Applications (RFA) No. RFA-114-15-000003
Promoting Rule of Law in Georgia (PROLoG) Activity**

The purpose of this amendment to the funding opportunity is to provide answers to questions received from potential applicants.

Questions and Answers:

1.Q: I am writing to inquire regarding the eligibility criteria for prospective applicants for the Promoting Rule of Law in Georgia (PROLoG) Activity, RFA No. RFA-114-15-000003. The eligibility information states that: “USAID entertains applications from qualified U.S. entities, such as private, non-profit organizations (or for-profit companies willing to forego profits), including private voluntary organizations, universities, research organizations, professional associations, and relevant special interest associations.”

Could you please advise as to whether only US-based/registered organizations may apply or whether international organizations/international public organizations are likewise eligible as applicants for this RFP?

A: Please be advised that only US based organizations may apply.

2. Q: Would USAID please confirm if the Year 1 Work Plan may be included as an annex?

A: An illustrative Year 1 Workplan must be submitted as part of the technical application as covered by evaluation criteria and will be counted in the 25 page limit.

3. Q: We understand that the proposal must be written in Times New Roman font size 11. Will USAID please confirm that offerors can use other fonts such as Arial and different font sizes for headers, text boxes, tables, charts, graphics, and footnotes to provide visual separation

A: Please note that the RFA states that the 12-font size must be used and not font size 11. Other fonts and or font sizes may be used only for headers, text boxes, tables, charts, graphics, and footnotes.

4. Q: Page 18 of the RFA states: “The illustrative indicators below (also attached in Log Frame Annex) form the basis of USAID’s Performance Management Plan (PMP) as it relates to this Activity.” However, no log frame is attached. Would USAID please provide this attachment?

A: Please see attached.

5. Q: Page 32 of the RFA states “annual salary increase and/or promotional increase may be granted in accordance with the Applicant’s established policies but should be kept in line with USAID/Caucasus Local Compensation Plan.” Would USAID please provide us with the latest LCP?

A: Local Compensation Plan

The following is a summary of the U.S. Mission’s gross monthly salaries in U.S. Dollars for local personnel (based on a 40 hour work week), who are subject to the Local Compensation Plan (LCP).

Driver	\$750 - \$900
Junior Level Personnel	\$1000 - \$1,300
Mid-Level Personnel	\$1,700 - \$2,300
Senior Level Personnel	\$2,700 - \$3,500

Note: Approximate salaries are based on average Mission salaries, which may or may not reflect the fair market value of institutional contractor and recipient employees.

6. Q: Page 33 of the RFA references the Local Compensation Plan for USAID/Caucasus in terms of salary level and annual salary increases. Can USAID please provide the most updated local compensation plan as well as guidance on annual salary/promotional increases?

A: Please see the answer to question 5 for LCP ranges. Applicants shall follow their internal personnel policies for salary/promotional increases.

7. Q: The RFA implies the use of subgrants. Will USAID please provide a grants plug figure?

A: USAID is not providing a plug figure for grants. The grants portion under the activity should be determined and justified by the applicant based on the proposed technical approach. Each applicant should determine how grants may best be employed to achieve intended results and objectives.

8. Q: Page 30 of the RFA, a description of Application Contents, includes only the Cover Page, the Table of Contents, and the Executive Summary. Did USAID intend to include more information here?

A: Additional instructions for preparing technical applications are included as “Instructions to Applicant” in Section V under each Evaluation Factor and Sub-Factor.

9. Q: Page 30 of the RFA mentions as an anticipated result: "A searchable electronic database for legal professionals of domestic and international case law is created." Does USAID have a plug figure in mind to be expended on developing this database?

A: USAID does not have a plug figure in mind for developing the database. Suggestions of applicants on the most adequate ways for developing a broad, used friendly database, designed for legal professionals, law students, researchers and academia are welcome. While proposing their ideas on the engineering of the database, the applicants may consider the fact that there already exist searchable databases of judgments of the Supreme Court of Georgia and to a certain extent those of lower level courts.

10. Q: Does USAID have in mind a plug figure to be expended on grants to local organizations?

A: USAID does not provide a plug figure for grants. The grants portion under the activity should be determined and justified by the applicant based on the proposed technical approach. Each applicant should determine how grants may best be employed to achieve intended results and objectives.

11. Q: How many references does USAID require for key personnel?

A: USAID requires three references for key personnel.

12. Q: May the year one work plan be included as an Annex?

A: The illustrative Year 1 work plan must be included within the 25 page limit.

13. Q: Under Monitoring and Evaluation, on page 18, the RFA refers to "the Logical Framework in Annex 2". No annexes were included on grants.gov with the released RFA. Could you provide a copy of the referenced Logical Framework?

A: Please see attached the Logical Framework.

14. Q: Under Monitoring and Evaluation, on page 20, the RFA states "The implementing partner will be responsible for focus group and other data collection apart from a nation-wide public opinion survey." A number of indicators seek to measure percentages in specific sub-groups of the national population – such as legal professionals, court users and legal aid recipients. Will the program implementer be expected to administer surveys of legal professionals, court users and legal aid recipients for the purposes of collecting program-specific data?

A: While USAID plans to conduct a nation-wide public opinion survey, the program implementer is expected to administer smaller scale surveys and/or focus groups involving specific groups of beneficiaries relevant to the program indicators in order to inform the Activity PMP.

15. Q: Under Application and Submission Information, on page 28, the RFA foresees submission via grants.gov and encourages an electronic copy to be provided to USAID via email. For purpose of the email copy, could USAID confirm whether the technical and cost applications should be submitted in separate emails or in a single email?

A: Technical and cost applications should be submitted electronically in separate e-mails.

16. Q: Under Application and Submission Information, on page 28, the RFA notes that “applicants are only required to submit their application through one modality.” Please confirm that submission with email (in lieu of submission via grants.gov) will be sufficient.

A: Submission of applications via email will be sufficient.

17. Q: Under Technical Evaluation Criteria, on page 37, the RFA states “All sub-criteria are weighted equally.” The evaluation criteria are assigned weights as follows: Technical Approach will be weighted at 40%, Management Plan and Key Personnel at 40%, Illustrative PMP at 10% and Past Performance at 10%. However, sub-criteria under “Factor 1 – Technical Approach”, specified on pages 38-39, as well as under “Factor 2 – Management Plan and Personnel”, specified on pages 40-41, are listed with unequal weights. Please clarify.

A: Sub-factors will be scored using the specified points for each sub-factor in the RFA. The evaluation criteria listed for each factor and sub-factor will be weighted equally.

18. Q: Under Technical Approach Instructions and Evaluation Criteria, on page 38, applicants are requested to provide an “illustrative work plan for year 1 of the award” (sub-factor 1.2). Could USAID confirm that the illustrative work plan does not count toward the page limit for the technical application and may be included as an attachment?

A: The illustrative Year 1 work plan must be included within 25 page limit for the technical application.

19. Q: Under Illustrative Performance Management Plan Instructions and Evaluation Criteria, on page 41, applicants are requested to provide “a brief description of the proposed Performance Management Plan, including a results framework, illustrative performance measures (indicators

at the output and outcome level), tentative life of the project targets, data sources, and methods of data collection.” (Factor 3). Could USAID confirm that the proposed Performance Management Plan does not count toward the page limit for the technical application and may be included as an attachment?

A: The Illustrative Performance Management Plan does not count against the page limit and may be included as an annex.

20. Q: Under Past Performance Instructions and Evaluation Criteria, on page 42, applicants are requested to list all contracts, grants, and cooperative agreements involving relevant (similar or related) programs conducted by the applicant (or consortium partners) over the past five years. May applicants provide a representative group of five past performance references for performance in the last five years?

A: As stated in the RFA, applicants are requested to list all contracts, grants, and cooperative agreements involving relevant (similar or related) programs conducted by the applicant (or consortium partners) over the past five years.

21. Q: Will a grants and subcontractor management plan be expected in the Management Plan Section?

A: According to the Instructions to Applicants on page 40, “the proposed Management/Staffing plan should include information relevant to how the award will be managed to effectively achieve its objective and results.” As such, the Management Plan should include a plan for managing all aspects of program implementation.

Whereas it is not required from the applicants to provide a management plan for sub-contractors and sub-grants, the applicant might decide to include respective information in the application in order to clearly explain “how the award will be managed to effectively achieve its objective and results” (See RFA, Page 40).

22. Q: To what extent is the applicant encouraged to address small-business concerns under this award application?

A: Addressing small business concerns under this award application is the choice of the applicant. USAID has no specific requirements with this regard.

23. Q: Could USAID confirm that exclusivity is not requested in letters of commitment from local personnel or prospective local sub-recipients?

A: USAID does not request exclusivity in letters of commitment from local personnel or prospective local sub-recipients.