



May 28, 2011

Reference: Strengthening Partnerships, Results, and Innovations in Nutrition Globally
(SPRING) RFA #:RFA-OAA-11-000008

Subject: Amendment 03

Dear Applicants,

The purpose of this Amendment 03 is to make the following changes:

- 1) Publish Questions and Answers submitted via email by May 20, 2011 by 5pm EST.
- 2) Change contact information for hand carry submission June 3, 2011.

Please see the following pages for the changes this Amendment makes to the specific section.
Direct any questions to myself at skrause@usaid.gov and Patricia Bradley pbradley@usaid.gov

Sincerely,

Shanon Krause

Agreement Officer

US Agency for International Development

Office of Acquisition and Assistance

M/OAA/GH

Page 29, Reminder!!!! Hand delivery applicants must notify contact person within 24 hours of arrival.

Contact information for hand delivery on June 3 by 11:00 am EST is:

Patricia Bradley
pbradley@usaid.gov
202-567-5302

Alternate:
Moyra Cassidy
mcassidy@usaid.gov
202-567-5014

All recipients must be registered in the CCR. Please also note if you are submitting through grants.gov you **must** be registered in the CCR to get through the submission process. Instructions to complete are attached.

Submission through grants.gov. PLEASE ATTACH technical applications, cost application, and Annexes in the “Other Documents”. Each document must be separated and not on the same file.

Spring Questions Round 2-Amendment 03

1. We want to ensure that we are meeting your requests regarding staffing information. Specifically, we want to ensure that we understand your intent regarding “core” staff. Please confirm that “core” staff includes key personnel (KP) and other non-KP long-term technical staff. **Confirmed.**
2. Regarding past performance references, Amendment 02 states that past performance references should be included as a component of the Cost/Business Application (Questions and Answers, #28, page 9). In the RFA, however, past performances references are discussed as part of the Technical Application, in both the instructions and evaluation criteria for the Technical Application. Can you please confirm that past performance references should be included in the Technical Application as well as the Cost/Business Application.

Per page 37, (NOTE: Past Performance materials shall be provided in an ANNEX and will not count toward the 30 page limit)

These are not counted towards the page limit of the technical proposal and should be in the Annex to the technical proposal.

3. The administrative changes section of the amendment states: Page 35, Section IV. Application and Submission Information. C. Technical Application Guideline, 2. Key

Personnel Qualifications and Staffing Capabilities, Number 2, **Delete:** “Resumes and letters of intent to participate should also be included in the annexes” **Replace** with “Provide resumes and letters of intent for core staff only. Additional resumes may be requested for the ten non-US based experts who will assist with the programs.” However, the answer to question 10 states: Letters of commitment are only required for key personnel.

- a. Please confirm that letters of commitment /letters of intent are only required for the five key personnel, as described on pg 33-35 of the RFA. **Letters of intent are only required for the five key personnel.**
 - b. Please define core staff. **Core staff means the five key personnel plus any additional long-term technical or administrative staff the applicant proposes.**
4. The response to question 40 clarifies that “any graphs, charts, exhibits, tables, etc.” can be placed in an annex.
- a. Can USAID confirm that any such items placed in an annex will be referenced during evaluation of the applicable sections of the technical application (i.e., the organizational chart during review of the management plan)? **Confirmed.**
 - b. If not, would USAID please consider excluding such items from the page limit, so long as pages are clearly marked as outside the 30 page limit, to allow these items to be presented with their associated sections? **See answer to a.**
5. The response to question 9 states: “Additional resumes may be requested for the ten non-US based experts who will assist with the programs.” When would these resumes be requested, if required?
These resumes would be requested on an as-needed basis throughout program implementation.
6. The answer to question 28 states that past performance materials should be part of the cost/business application per Section D. However, there is no reference in Section D, Cost/Business Application Guidelines regarding PPRs. All references regarding PPRs are in Section C. Technical Application Guidelines, 6. Past Performance (pg. 37) and in the Technical Evaluation Criteria (pg. 42). Please confirm that PPRs are to be included in the technical proposal and are not required for the cost proposal.

Per page 37, (NOTE: Past Performance materials shall be provided in an ANNEX and will not count toward the 30 page limit)

These are not counted towards the page limit of the technical proposal and should be in the Annex to the technical proposal.

7. What are alternative sources of information that would be considered for USAID to determine the reasonableness of the rates if a consortium member is a foreign university without a NICRA and without certified financial audits?

If the Offeror does not have a cognizant Government Audit Agency, the applicant shall provide

- 1. its audited balance sheets and profit and loss statements for the last two complete years, and the current year-to-date statements (or such lesser period of time if the Offeror is a newly-formed organization), must be included in the proposal. The profit and loss statements shall include detail of the total cost of goods and services sold, including a listing of the various indirect administrative costs, and be supplemented by information on the prime contractor's customary indirect cost allocation method, together with supporting computations of the basis for the indirect cost rate(s) proposed; and**
- 2. the most recent two fiscal year pool and base cost compositions along with derived rates, the bases of allocation of these rates and an independent certified audit by a certified accounting firm of these rates.**

Please note Government Entities (sometimes foreign universities fall in this category) cannot receive prime or sub-agreements under this RFA.

8. Would USAID fund a budget line for contingency supplies (e.g. micronutrient supplements, including mixed micronutrient powders, RUTF, zinc tablets) in the event that some countries are not, for example, yet on the essential drugs list or in the supply pipeline. This would be to ensure coverage in the event that there may be a break in or delay to starting up the government supply chain, or as a necessary trial to convince the government that it is feasible and effective to introduce fortified food products before they consider putting into their budgets.

SPRING focuses primarily on providing technical assistance to countries. As such, USAID is not funding procurement of commodities under this RFA. In the event that an exceptional (rare) circumstance exists, USAID may consider providing funding of these non-contraceptive pharmaceuticals in accordance with ADS 312.5.3.c. However, we do not encourage this.

9. Consistent with ADS Chapter 303 governing Grants and Cooperative Agreements to Non-Governmental Organizations, Amendment 2 clarifies that Non-US non-governmental organizations are eligible to participate in the RFA. However, Amendment 2 also states that to be eligible, an organization must be able to meet the eligibility criteria in 22 CFR 228 subpart D. ADS Chapter 310 Source, Origin, and Nationality of Commodities, clarifies at 310.5.1 that sources of procurement for USAID grants and cooperative agreements are not limited to the authorized Geographic Code identified. Please confirm that a non-US based non-governmental organization organized under the laws of a country outside of Geographic Code 000 would be eligible to participate in the RFA.

Waiver is being obtained for 935.

10. In light of the answer to question number 54 in Amendment 2 (stating that SPRING results will not be measured in terms of nutritional status), please confirm how the program results should be measured. Please also clarify how this relates to the answer to question 64 (stating that USAID will fund impact evaluation studies through core funding).

The applicant is expected to develop a Performance Monitoring Plan that includes indicators and program results. These results should reflect the overall programming approach outlined by the applicant and should be in line with the US Government's Foreign Assistance Framework. USAID will fund the third party impact evaluation studies through core funding as described by USAID's Evaluation Policy.

11. In light of page 22 of the RFA (stating that SPRING is expected to develop a Performance Monitoring Plan including indicators and targets), please clarify how targets should be set without knowing which countries activities will take place in.

The Performance Monitoring Plan should include indicators and targets that reflect the overall programming approach at both a global and country level. While the countries are not specific at this time, the applicant should provide illustrative examples in the PMP that can refined as field demand is clear.

Guide to Foreign Organization Registration

INTRODUCTION

This document summarizes the Grants.gov organization registration process that must be completed by foreign registrants in order to successfully register with Grants.gov. Grants.gov registration is required for all organizations and individuals wishing to submit applications to Grants.gov.

Registration is a one-time process which takes approximately three to five business days; however it is recommended you allow four weeks to register in the event you do not have all the necessary information available. Check with your organization's grant administrator to verify whether your organization is already registered.

DEFINITION OF A FOREIGN REGISTRANT

A foreign registrant is anyone residing and doing business outside of the United States. Foreign registrants are required to complete the five steps of the Grants.gov registration process, in addition to fulfilling supplementary requirements for doing business with the United States government.

Registration Steps for Foreign Organization Registrants

1. Obtain a DUNS Number
 - Determine if you need to apply for federal Tax Identification Number (TIN/EIN)
(Not Required in All Cases)
2. Register with CCR
 - Obtain NCAGE *(Required)*
3. Username and Password
4. AOR Authorization
5. Track AOR Status.

STEP 1: OBTAIN DUNS NUMBER

Time to complete: Same day.

Your organization will need to obtain a DUNS Number. If your organization does not have one, you will need to go to the Dun & Bradstreet website at <http://fedgov.dnb.com/webform> to obtain the number.

Do I need to apply for a federal Tax Identification Number (TIN)?

You are not required to obtain a federal Tax Identification Number (TIN) also known as an Employer Identification Number (EIN) in order to register with Dun & Bradstreet or Central Contractor Registration (CCR). Simply leave the TIN/EIN information blank when registering.

Although a TIN/EIN is not necessary to complete the registration process, you will need to determine whether you will need to apply for a TIN/EIN, in order to meet Internal Revenue Service (IRS) tax reporting requirements. In general, anyone doing business with the federal government will need to obtain a TIN/EIN. Also, many federal agencies use the tax identification number, assigned by the Internal Revenue Service (IRS), to identify your organization.

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Depending on the intended usage of the grant you are applying for, you may need to file a U.S. tax return and will need to apply for a TIN/EIN. For activities to be performed outside the United States, for scholarships, fellowship grants, targeted grants, and achievement awards received by non-resident aliens for activities performed, or to be performed, outside the United States are not U.S. source income, and therefore a TIN/EIN is not necessary.

For more information, view the **Internal Revenue Service - U.S. Tax Guide for Aliens:** <http://www.irs.gov/publications/p519/index.html> or visit the IRS “Help With Tax Questions - International Taxpayers” page: <http://www.irs.gov/help/page/0,,id=133197,00.html>. You may also, contact the Agency Point of Contact listed for the grant opportunity to get more information on a specific grant opportunity.

STEP 2: OBTAIN NCAGE/REGISTER WITH CCR

Time to complete: Three to five business days or up to two weeks.

Prior to registering with the CCR, foreign registrants must have a NATO Commercial and Governmental Entity (NCAGE) Code assigned. If your organization does not already have an NCAGE assigned, for most countries you can obtain one using the “Request for a NATO Commercial and Government Entity Code (NCAGE) Form” (see below).

Request for a NATO Commercial and Government Entity Code (NCAGE) Form at:

http://www.dlis.dla.mil/Forms/Form_AC135.asp.

If you cannot submit this form by Internet, you can obtain an NCAGE by contacting the National Codification Bureau of the country where your organization is located. For a list of addresses, go to http://www.dlis.dla.mil/nato_poc.asp.

Once you have obtained an NCAGE, ensure that your organization is registered with the Central Contractor Registration (CCR) at <http://www.ccr.gov>. If your organization is not, an authorizing official of your organization must register.

Please Note: U.S. organizations with an address containing APO, FPO, or AE do **NOT** need an NCAGE assigned by an Allied Nation and should **NOT** fill out this form. Instead, register in the Central Contractor Registration (CCR) system at www.ccr.gov and you will receive a U.S. CAGE Code.

STEP 3: USERNAME & PASSWORD

Time to complete: Same day.

Complete your AOR (Authorized Organization Representative) profile on Grants.gov and create your username and password. You will need to use your organization's DUNS Number to complete this step. <https://apply07.grants.gov/apply/OrcRegister>.

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STEP 4: AOR AUTHORIZATION

Time to complete: *Same day.

The E-Business Point of Contact (E-Biz POC) at your organization must log in to Grants.gov to confirm you as an Authorized Organization Representative (AOR). Please note that there can be more than one AOR for your organization. In some cases the E-Biz POC is also the AOR for an organization.

**Time depends on responsiveness of your E-Biz POC.*

STEP 5: TRACK AOR STATUS

You can track your AOR status by logging in with your username and password at anytime. To log in as an Applicant (enter your username and password you obtained in Step 3) using the following link: <https://apply07.grants.gov/apply/login.faces?userType=applicant&cleanSession=1>.

You will be unable to submit grant applications to Grants.gov until you have completed all the registration steps. For a full description of the registration process, please visit the Organization Registration page: http://grants.gov/applicants/organization_registration.jsp.



Organization Registration Checklist

The following checklist provides registration guidance for a company, institution, state, local or tribal government, or other type of organization. The registration process is a **one-time** process, which is **required** before representatives of an organization can submit grant application packages electronically through Grants.gov. The registration process can take **one to three weeks** depending on your organization.

***Note:** If you are a grant applicant, who is submitting a grant application on your own behalf and not on behalf of a company, institution, state, local or tribal government, or other type of organization, refer to the <http://www.grants.gov/assets/IndividualRegCheck.pdf>. If you apply as an individual to a grant application package designated for organizations, your application will be rejected.*

Grants.gov Registration Checklist	What is the purpose of this step?	How long should it take?	Completed?
1. Has my organization identified its DUNS Number? - Ask the grant administrator, chief financial officer, or authorizing official of your organization to identify your DUNS number. - If your organization does not know its DUNS Number, visit Dun & Bradstreet at http://fedgov.dnb.com/webform/displayHomePage.do.	- The Federal government has adopted the use of DUNS numbers to track of how federal grant money is allocated. - DUNS Numbers identify your organization.	- Same Day. - You will receive DUNS Number information online.	☐
2. Has my organization registered with the Central Contractor Registry (CCR)? Ask the grant administrator, chief financial officer, or authorizing official of your organization if your organization has registered with the CCR.	Designating an E-Business Point of Contact safeguards organizations from individuals who may attempt to submit grant application packages without	1-3 days to gather the internal organization information and prepare the application. - If your organization already has an Employment	☐

• If your organization is not registered, you can apply by phone (1-888-227-2423) or register online at http://www.ccr.gov. CCR has developed a handbook to help you with the process, which can be accessed at http://www.ccr.gov/handbook.asp. • When your organization registers with CCR, you will be required to designate an E-Business Point of Contact (E-Business POC). This person will be given a special password called an "M-PIN." This password gives him or her the sole authority to designate which staff members from your organization are allowed to submit applications electronically through Grants.gov. • Staff members from your organization designated to submit applications are called Authorized Organization Representatives (AORs). • If your E-Business POC has forgotten the M-PIN password, call 1-888-227-2423.	permission. • Registering with the CCR is required for organizations to use Grants.gov.	Identification Number (EIN) or Taxpayer Identification Number (TIN), then you should allow a minimum of 5 business days to complete the entire CCR registration. If your organization does not have an EIN or TIN, then you should allow two weeks for obtaining the information from IRS when requesting the EIN or TIN via phone or internet. • The reason for the 1-3 day delay is due to security information that needs to be mailed to the organization.	
3. Have the AORs who officially submit applications on behalf of your organization registered with the Credential Provider to obtain a username and password? • AORs must register with the Credential Provider to obtain their usernames and passwords at http://apply07.grants.gov/apply/OrcRegister. They will need to know your organization's DUNS number to complete the process. • After your organization registers with the CCR, AORs must wait one	• Receive a username and password to submit applications through Grants.gov. • AOR usernames and passwords serve as "electronic signatures" when your organization submits applications on Grants.gov.	• Same Day. • AORs will receive a username and password when they submit the information.	

business day before they can obtain their usernames and passwords.			
4. Have the AORs who will officially submit applications on behalf of the organization registered with Grants.gov for an account? AORs must register with Grants.gov for an account at https://apply07.grants.gov/apply/GrantsgovRegister. They will need to enter the username and password they received when they registered with the Credential Provider (obtained in Step 3).	This creates an account on Grants.gov that allows AORs to submit applications on behalf of the organization and track the status of submitted applications.	- Same Day. - AORs will be registered when they submit the information.	☐
5. Has the E-Business Point of Contact (POC) approved AORs to submit applications on behalf of the organization? - When an AOR registers with Grants.gov, your organization's E-Business POC will receive an e-mail notification. - Your E-Business POC must then log into Grants.gov (using the organization's DUNS number for the username and the "M-PIN" password obtained in Step 2) and approve the AOR, thereby giving him or her permission to submit applications. - When an E-Business POC approves an AOR, Grants.gov will send the AOR a confirmation e-mail. - AORs can also log in to the Applicant home page at http://www.grants.gov/ForApplicants using their username and password (obtained in Step 3) to check if they have been approved.	- Only the E-Business POC can approve AORs. - This allows your organization to authorize specific staff members to submit grants.	- Depends on how long it takes the E-Business POC to log in and approve the AOR. - AORs can also log into Grants.gov to check if they have been approved.	☐