

**DEPARTMENT OF LABOR**  
**Bureau of International Labor Affairs**  
**Solicitation for Cooperative Agreement Applications**  
**[SCA-14-23]**

**Amendment Two**

**Child Labor Beneficiary Monitoring Toolkit**

**AGENCY:** Bureau of International Labor Affairs, Department of Labor

**ACTION:** Amendment to SCA-14-23

**SUMMARY:** The Bureau of International Labor Affairs announced on September 18, 2014 the availability of funds and Solicitation for Cooperative Agreement Applications (SCA) for one or more cooperative agreements to develop a Child Labor Beneficiary Monitoring Toolkit, to be awarded through a competitive process.

This amendment to the SCA: 1) removes non-applicable language relating to host country presence and support in Section V.B. and Appendix D, 2) corrects two SCA references in Appendix D, 3) amends two deadlines in the Project Deliverables table, 4) provides clarification relating to project partners, 5) adjusts the evaluation criteria, and 6) provides further detail relating to budgeting for travel and training costs.

The document is hereby amended as follows:

**Section V.B. - Review and Selection Process**

This Section is revised to **remove** text relating to an exchange of project support letters between USDOL and the relevant host government ministries.

Old Text (text to be removed is in **bold**):

**B. Review and Selection Process**

A technical review panel will evaluate each responsive application against the criteria described in this SCA. Reviewers will award points based on the extent to which the Applicant's proposal provides a clear and strong response to requirements in the SCA related to each of the criteria above.

Applicants are advised that panel recommendations to the GO are advisory in nature. The GO may elect to select a Grantee on the basis of the initial application submission or the GO may establish a competitive or technically acceptable range from which a Grantee will be selected.

If deemed appropriate, the GO may call for the preparation and receipt of final revisions of applications, following which the evaluation process described above may be repeated, in whole or in part, to consider such revisions. The GO will make final selection determinations based on panel findings and may consider other factors that represent the greatest advantage to the Federal Government, including cost, the availability of funds, and the Applicant's past performance on Federal awards. USDOL reserves the right to: (1) solicit information from Federal sources and/or non-Federal sources about the Applicant's past performance on any awards—including evaluations, audits, attestation engagements, and questionnaires; (2) assess the Applicant's past performance on awards with respect to its potential effect on grant implementation; and (3) consider this information as part of its selection process. If USDOL does not receive technically acceptable applications in response to this solicitation, it reserves the right to terminate the competition and not make any award. The GO's determinations for awards under this solicitation are final.

Before the actual cooperative agreement is awarded, USDOL may enter into discussions with one or more selected Applicants for any reason deemed necessary, including negotiating components of the project design/strategy; budget; project duration; staffing; funding levels; and financial and administrative systems in place to support implementation of the cooperative agreement [including relevant issues raised in submitted audit report(s)]. If negotiations do not result in a mutually acceptable submission, the GO reserves the right to terminate the negotiation and decline to fund the application.

**Award of a cooperative agreement under this solicitation may also be contingent upon an exchange of project support letters between USDOL and the relevant host government ministries.**

New Text:

#### B. Review and Selection Process

A technical review panel will evaluate each responsive application against the criteria described in this SCA. Reviewers will award points based on the extent to which the Applicant's proposal provides a clear and strong response to requirements in the SCA related to each of the criteria above.

Applicants are advised that panel recommendations to the GO are advisory in nature. The GO may elect to select a Grantee on the basis of the initial application submission or the GO may establish a competitive or technically acceptable range from which a Grantee will be selected.

If deemed appropriate, the GO may call for the preparation and receipt of final revisions of applications, following which the evaluation process described above may be repeated, in whole or in part, to consider such revisions. The GO will

make final selection determinations based on panel findings and may consider other factors that represent the greatest advantage to the Federal Government, including cost, the availability of funds, and the Applicant's past performance on Federal awards. USDOL reserves the right to: (1) solicit information from Federal sources and/or non-Federal sources about the Applicant's past performance on any awards—including evaluations, audits, attestation engagements, and questionnaires; (2) assess the Applicant's past performance on awards with respect to its potential effect on grant implementation; and (3) consider this information as part of its selection process. If USDOL does not receive technically acceptable applications in response to this solicitation, it reserves the right to terminate the competition and not make any award. The GO's determinations for awards under this solicitation are final.

Before the actual cooperative agreement is awarded, USDOL may enter into discussions with one or more selected Applicants for any reason deemed necessary, including negotiating components of the project design/strategy; budget; project duration; staffing; funding levels; and financial and administrative systems in place to support implementation of the cooperative agreement [including relevant issues raised in submitted audit report(s)]. If negotiations do not result in a mutually acceptable submission, the GO reserves the right to terminate the negotiation and decline to fund the application.

#### **Appendix D. Documents required for Application Submission**

Appendix D is revised to **remove** text requiring documentation of host country presence and host government support.

Old Text (text to be removed is in **bold**):

| Required Documents                                                  | SCA Reference                    | Applicant | Subgrantee<br>(providing<br>services related<br>to project<br>intervention<br>strategies) | Subcontractor<br>(providing<br>services related<br>to project<br>intervention<br>strategies ) |
|---------------------------------------------------------------------|----------------------------------|-----------|-------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| Technical Proposal                                                  | Section IV.B.1                   | √         |                                                                                           |                                                                                               |
| Cost Proposal                                                       | Section IV.B.2                   | √         |                                                                                           |                                                                                               |
| Past Performance Table                                              | Section IV.B.1.d.1<br>Appendix C | √         | √                                                                                         | √                                                                                             |
| Copy of the opinion letter(s)<br>and a summary of audit<br>findings | Section IV.B.1.d.5               | √         | √                                                                                         | √                                                                                             |
| <b>Documentation of Host<br/>Country Presence and Host</b>          | <b>Section IV.B.1.d.2</b>        | <b>√</b>  |                                                                                           |                                                                                               |

|                                            |                                                                   |   |   |   |
|--------------------------------------------|-------------------------------------------------------------------|---|---|---|
| <b>Government Support</b>                  |                                                                   |   |   |   |
| Key Personnel Signed Letters of Commitment | Section IV.B.1.d.4                                                | √ | √ | √ |
| Outputs-Based Budget                       | Section IV.B.2.c                                                  | √ | √ | √ |
| SAM Registration                           | Section IV.B.2.a                                                  | √ |   |   |
| SF-424                                     | Section IV.B.2.b                                                  | √ |   |   |
| SF-424A                                    | Section IV.B.2.b                                                  | √ |   |   |
| Indirect Cost Form                         | <a href="https://www.grants.gov">Grants.gov</a> and ILAB Web site | √ | √ | √ |

New Text:

| Required Documents                                            | SCA Reference                                                     | Applicant | Subgrantee<br>(providing services related to project intervention strategies) | Subcontractor<br>(providing services related to project intervention strategies ) |
|---------------------------------------------------------------|-------------------------------------------------------------------|-----------|-------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| Technical Proposal                                            | Section IV.B.1                                                    | √         |                                                                               |                                                                                   |
| Cost Proposal                                                 | Section IV.B.2                                                    | √         |                                                                               |                                                                                   |
| Past Performance Table                                        | Section IV.B.1.d.1<br>Appendix C                                  | √         | √                                                                             | √                                                                                 |
| Copy of the opinion letter(s) and a summary of audit findings | Section IV.B.1.d.5                                                | √         | √                                                                             | √                                                                                 |
| Key Personnel Signed Letters of Commitment                    | Section IV.B.1.d.4                                                | √         | √                                                                             | √                                                                                 |
| Outputs-Based Budget                                          | Section IV.B.2.c                                                  | √         | √                                                                             | √                                                                                 |
| SAM Registration                                              | Section IV.B.2.a                                                  | √         |                                                                               |                                                                                   |
| SF-424                                                        | Section IV.B.2.b                                                  | √         |                                                                               |                                                                                   |
| SF-424A                                                       | Section IV.B.2.b                                                  | √         |                                                                               |                                                                                   |
| Indirect Cost Form                                            | <a href="https://www.grants.gov">Grants.gov</a> and ILAB Web site | √         | √                                                                             | √                                                                                 |

**Appendix D. Documents required for Application Submission (new language in bold)**

Appendix D is revised to correct two SCA references in the table.

Old Text:

| Required Documents                                                  | SCA Reference                                   | Applicant | Subgrantee<br>(providing<br>services related<br>to project<br>intervention<br>strategies) | Subcontractor<br>(providing<br>services related<br>to project<br>intervention<br>strategies ) |
|---------------------------------------------------------------------|-------------------------------------------------|-----------|-------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| Technical Proposal                                                  | Section IV.B.1                                  | √         |                                                                                           |                                                                                               |
| Cost Proposal                                                       | Section IV.B.2                                  | √         |                                                                                           |                                                                                               |
| Past Performance Table                                              | Section IV.B.1.d.1<br>Appendix C                | √         | √                                                                                         | √                                                                                             |
| Copy of the opinion letter(s)<br>and a summary of audit<br>findings | Section IV.B.1.d.5                              | √         | √                                                                                         | √                                                                                             |
| Key Personnel Signed<br>Letters of Commitment                       | Section IV.B.1.d.4                              | √         | √                                                                                         | √                                                                                             |
| Outputs-Based Budget                                                | Section IV.B.2.c                                | √         | √                                                                                         | √                                                                                             |
| SAM Registration                                                    | Section IV.B.2.a                                | √         |                                                                                           |                                                                                               |
| SF-424                                                              | Section IV.B.2.b                                | √         |                                                                                           |                                                                                               |
| SF-424A                                                             | Section IV.B.2.b                                | √         |                                                                                           |                                                                                               |
| Indirect Cost Form                                                  | <a href="#">Grants.gov</a> and<br>ILAB Web site | √         | √                                                                                         | √                                                                                             |

New Text:

| Required Documents     | SCA Reference                    | Applicant | Subgrantee<br>(providing<br>services related<br>to project<br>intervention<br>strategies) | Subcontractor<br>(providing<br>services related<br>to project<br>intervention<br>strategies ) |
|------------------------|----------------------------------|-----------|-------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| Technical Proposal     | Section IV.B.1                   | √         |                                                                                           |                                                                                               |
| Cost Proposal          | Section IV.B.2                   | √         |                                                                                           |                                                                                               |
| Past Performance Table | Section IV.B.1.d.1<br>Appendix C | √         | √                                                                                         | √                                                                                             |

|                                                               |                                              |   |   |   |
|---------------------------------------------------------------|----------------------------------------------|---|---|---|
| Copy of the opinion letter(s) and a summary of audit findings | Section IV.B.1.d.4                           | √ | √ | √ |
| Key Personnel Signed Letters of Commitment                    | Section IV.B.1.d.3                           | √ | √ | √ |
| Outputs-Based Budget                                          | Section IV.B.2.c                             | √ | √ | √ |
| SAM Registration                                              | Section IV.B.2.a                             | √ |   |   |
| SF-424                                                        | Section IV.B.2.b                             | √ |   |   |
| SF-424A                                                       | Section IV.B.2.b                             | √ |   |   |
| Indirect Cost Form                                            | <a href="#">Grants.gov</a> and ILAB Web site | √ | √ | √ |

### **Section I.G. - Project Deliverables (new language in bold)**

The Project Deliverables table is amended to correct an error. The deadline for the draft project document is changed from “within 60” to “within 90” days of award, in accordance with the SCA text.

Old Text:

#### G. Project Deliverables

Grantees must submit the following project deliverables by the specified deadlines provided. Deadlines specified below refer to calendar days, unless otherwise specified. If a particular deadline falls on a weekend or holiday, the deadline will refer to the following business day.

| DELIVERABLE                                                                                                                                                                                    | DEADLINE                | SUBMIT TO |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-----------|
| Draft Project Document: The Grantee is required to carry out a review of the project strategy and budget and detailed work plan, in consultation with USDOL’s GOR within three months of award | Within 60 days of award | GOR       |

New Text:

#### G. Project Deliverables

Grantees must submit the following project deliverables by the specified deadlines provided. Deadlines specified below refer to calendar days, unless otherwise specified. If a particular deadline falls on a weekend or holiday, the deadline will refer to the following business day.

| DELIVERABLE                                                                                                                                                                                    | DEADLINE                       | SUBMIT TO |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-----------|
| Draft Project Document: The Grantee is required to carry out a review of the project strategy and budget and detailed work plan, in consultation with USDOL’s GOR within three months of award | Within <b>90</b> days of award | GOR       |

### **Section I.G - Project Deliverables (new language in bold)**

The Project Deliverables table is edited to change the deadline for the summary assessment of OCFT direct service projects’ DBMSs. The deadline for the summary assessment is changed from “within 4” to “within 6” months of award.

Old Text:

G. Project Deliverables

Grantees must submit the following project deliverables by the specified deadlines provided. Deadlines specified below refer to calendar days, unless otherwise specified. If a particular deadline falls on a weekend or holiday, the deadline will refer to the following business day.

| DELIVERABLE                                            | DEADLINE                 | SUBMIT TO |
|--------------------------------------------------------|--------------------------|-----------|
| Summary assessment of OCFT direct service project DBMS | Within 4 months of award | GOR       |

New Text:

G. Project Deliverables

Grantees must submit the following project deliverables by the specified deadlines provided. Deadlines specified below refer to calendar days, unless otherwise specified. If a particular deadline falls on a weekend or holiday, the deadline will refer to the following business day.

| DELIVERABLE                                            | DEADLINE                        | SUBMIT TO |
|--------------------------------------------------------|---------------------------------|-----------|
| Summary assessment of OCFT direct service project DBMS | Within <b>6</b> months of award | GOR       |

**Section IV.B.1.c.3 – Partners (new language in bold)**

This section is amended to clarify that Applicants technically qualified to perform all the work under this SCA are not required to propose partners.

Old Text:

3. Partners

Applicants must include a brief description of all project partners (as applicable), including a description of the project partners' role and capacity to implement specific aspects of the project, and how proposed partners strengthen the overall proposal. Applicants should specifically reference partners' background and expertise in their area of contribution.

New Text:

3. Partners

Applicants must include a brief description of all project partners (as applicable), including a description of the project partners' role and capacity to implement specific aspects of the project, and how proposed partners strengthen the overall proposal. Applicants should specifically reference partners' background and expertise in their area of contribution. **Applicants technically qualified to perform all work under this SCA will not be penalized for not including partners.**

#### **Section V.A. – Evaluation Criteria (new language in bold)**

This section is amended to merge the Partners and Personnel criteria, for which 10 and 15 points were to be awarded respectively, to form one criterion called Personnel and Partners for which 25 points will be awarded.

Old Text:

##### A. Evaluation Criteria

Procedures for assessing the technical merit of applications have been instituted to provide for an objective review of applications and to assist the applicant in understanding the standards against which each application will be judged. The evaluation criteria are based on the information required in the application as described in Section IV.

| <u>CRITERIA</u>                                                                                 | <u>REFERENCE</u>         | <u>POINTS</u> |
|-------------------------------------------------------------------------------------------------|--------------------------|---------------|
| Objectives and Expected Outputs                                                                 | IV.B.1.c.2               | 25            |
| Partners                                                                                        | IV.B.1.c.3               | 10            |
| Project Activities                                                                              | IV.B.1.c.4               | 20            |
| Work Plan                                                                                       | IV.B.1.c.6               | 15            |
| International and US Government<br>Grant and/or Contract Experience,<br>Project Management Plan | IV.B.1.d.1<br>IV.B.1.d.2 | 5             |
| Personnel                                                                                       | IV.B.1.d.3               | 15            |
| Budget (Outputs-Based Budget and<br>Budget Narrative)                                           | IV.B.2.c                 | 10            |
| Total =                                                                                         |                          | 100           |

New Text:

##### A. Evaluation Criteria

Procedures for assessing the technical merit of applications have been instituted to provide for an objective review of applications and to assist the applicant in understanding the standards against which each application will be

judged. The evaluation criteria are based on the information required in the application as described in Section IV.

| <u>CRITERIA</u>                                                                           | <u>REFERENCE</u>                | <u>POINTS</u> |
|-------------------------------------------------------------------------------------------|---------------------------------|---------------|
| Objectives and Expected Outputs                                                           | IV.B.1.c.2                      | 25            |
| Project Activities                                                                        | IV.B.1.c.4                      | 20            |
| Work Plan                                                                                 | IV.B.1.c.6                      | 15            |
| International and US Government Grant and/or Contract Experience, Project Management Plan | IV.B.1.d.1<br>IV.B.1.d.2        | 5             |
| Personnel <b>and Partners</b>                                                             | IV.B.1.d.3<br><b>IV.B.1.c.3</b> | <b>25</b>     |
| Budget (Outputs-Based Budget and Budget Narrative)                                        | IV.B.2.c                        | 10            |
| Total =                                                                                   |                                 | 100           |

#### **Section IV.B.2.c.1 – Travel (new language in bold)**

Travel is amended to include further clarification on travel expenses for the regional trainings.

Old Text:

##### 1. Travel

Applicants must allocate sufficient funds to finance appropriate in-country and international travel. At a minimum, applicants must allocate funds for:

- Travel by the Project Manager and/or another key personnel staff member to Washington, D.C. to attend a post-award meeting (either a New Grantee Orientation or other designated meeting); and
- Travel by the Project Manager and/or other key personnel deemed necessary to conduct the summary assessment of DBMS implemented by current/past OCFT grantees. This may include visits to grantee headquarters, regional offices, and/or project sites.

New Text:

##### 2. Travel

Applicants must allocate sufficient funds to finance appropriate in-country and international travel. At a minimum, applicants must allocate funds for:

- Travel by the Project Manager and/or another key personnel staff member to Washington, D.C. to attend a post-award meeting (either a New Grantee Orientation or other designated meeting); and

- Travel by the Project Manager and/or other key personnel deemed necessary to conduct the summary assessment of DBMS implemented by current/past OCFT grantees. This may include visits to grantee headquarters, regional offices, and/or project sites.
- **Travel by the Professional Trainer and other key personnel deemed necessary to conduct the regional trainings for OCFT implementers on the DBMS toolkit and prototype. This does NOT include travel expenses of training participants or USDOL/OCFT staff.**

#### **Section IV.B.2.c. – Outputs-Based Budget**

A new section (section 5) is added under the Outputs-Based Budget. This new section provides clarification pertaining to training costs (new language in bold):

##### **5. Training Costs**

**Applicants must allocate sufficient funds to cover the costs of renting a facility where the training can be conducted and any materials and equipment needed to conduct the training.**