



Notice of Funding Opportunity (NOFO) Number: 72069618RFA00002 – Amendment No. 1

Activity Title:	Rwanda Service Delivery Activity (RSDA)
Amendment No.	01
Issuance Date:	March 29, 2018
Issued By:	Peggy L. Manthe, Agreement Officer /s/

A. BACKGROUND AND PURPOSE OF THIS AMENDMENT

NOFO Number: 72069618RFA00002 for the RSDA was issued on March 12, 2018. Questions received by March 22, 2018 at 14:00 Kigali Time are contained in Section B. below.

As indicated in Section D.1.3 of the NOFO, all questions related to this NOFO must be received no later than the due date and time specified on the cover letter, as amended, of this NOFO. Following this date, questions received by the deadline (without attribution to the organization) and answers will be posted as an amendment to the NOFO if that information is necessary in submitting applications or if the lack of such information would be prejudicial to any other prospective applicant.

The purpose of this amendment No. 1 is to provide prospective applicants with responses to questions received by deadline stated in the NOFO and to make revisions and corrections to specific sections of the NOFO as set forth below

B. REVISIONS TO NOFO

Accordingly, the NOFO is amended as follows:

1. **Cover Letter** (Page 1), delete the Issuance date of “March 13, 2018” and replace with “March 12, 2018”
2. **Section A.9.1.4 IR 1 Illustrative Indicators:** (Page 16), delete the fourth bullet “Number of USG-assisted community health workers (CHWs) providing family planning (FP) information, referrals, and/or services during the year.” in its entirety.
3. **Section A.9.3 IR 3 Strengthened leadership and governance of the health system at central and local levels (15% Activity emphasis)** (Page 19), delete the IR3 heading “IR3 Strengthened leadership and governance of the health system at central and local levels (15% Activity emphasis)” and replace with “IR3 Strengthened performance of the health system at central and decentralized levels”.
4. **Section D.1.5.3, Formatting** (Page 30), replace the sixth bullet with the following: “A PDF version of the Excel spreadsheet may be submitted in addition to the Excel version at the Applicant’s discretion, however, the official cost/business application submission is the unlocked Excel version The technical application must be submitted in a searchable and editable Word and PDF format.”
5. **Section D.1.6.1, Submission of Electronic Applications** (Page 30), insert the following sentence at the end of the first paragraph: “Each email with attachments must not exceed 10MBs.”

6. **Section D.2 Technical Application Instructions, 1. Cover page** (Page 32), replace the fourth bullet with the following: “Name of the applicant applying for the award, name, signature and contact information for the primary point of contact. State whether the contact person is the individual authorized to legally bind the applicant, if not, provide the name and title of that person.”
7. **Section D.3.3 subpart 6 - “Subawards and Contracts (Contractual)”** (Page 39), **NOTE**, delete the last two sentences in their entirety: “Each page shall have the year and the sub-recipient's/contractor's name (if known) clearly marked, and be signed and dated by an authorized representative of the sub-recipient/contractor (if the sub-recipient/contractor is known). A tab or colored divider page shall separate each sub-recipient's/contractor's detailed budget breakdown.”

C. QUESTIONS AND ANSWERS

1. Question: We would like to request that USAID provide information on the geographical focus of additional health-related USAID investments? Is this information publicly available?

Answer: The Rwanda Health System Strengthening Activity (RHSSA) implemented by Management Sciences for Health (MSH) and the Global Health Supply Chain - Procurement, Supply and Management (GHSC-PSM) implemented by Chemonics, both of which fall under under the Strengthening Capacity for Health System (SCHS) have national coverage. They have activities at the central and district levels. The new Indoor Residual Spraying Partner, VectorLinks, implemented by Abt Associates has interventions in two districts, Nyagatare, and Kirehe. The rest of the health Partners fall under the Community Health and Integrated Nutrition (CHAIN) project and their geographical coverage can be found using this link: <https://laurahughes.shinyapps.io/Rwanda-CHAIN>.

2. Question: On page 20 the last indicator under IR 3 is “number of indicators audited per quarter and findings.” Will USAID clarify how this indicator is different from the third indicator listed: “Improved data quality: DQAs and Integrated Supportive Supervision Reports”?

Answer: These are illustrative indicators, one is a subset of the other.

3. Question: On page 34 the NOFO states that “The draft MEL plan, including data-collection approach and calculation methods, should be included in a table format with notes.” Would USAID please confirm that the MEL plan annex should consist of both a narrative and a table?

Answer: Confirmed. The Annex should include both a table and narrative.

4. Question: Would USAID consider revising the illustrative indicators on page 18 and 19 of the NOFO under IR2: “Percentage increase of new users of contraceptives following SBCC” and “Percentage increase of long lasting insecticide treated nets following SBCC campaigns?” to reform the phrase ‘following SBCC campaigns,’ given that the project will implement supply and demand interventions.

Answer: These are illustrative indicators and applicants may revise the illustrative indicators as appropriate.

5. Question: Would USAID clarify the difference between what should be included in the staffing and management plan section within the 25 page technical narrative and what should be included in the annex?

Answer: The Management and Staffing Plan included in the 25 page technical application limit should respond to Section D.2 “Technical Application Instructions”, 5. c., Management and Staffing Plan (Merit Review Criterion 3). Whereas what is to be included in Annex 6: Detailed Management and staffing plan is described on page 35 and 36 of the NOFO.

6. Question: Would USAID clarify if any funding for procurement of equipment is allowed under this Activity? If so, please confirm if there is any specific guidance around types of equipment and thresholds.

Answer: Limited procurement of essential equipment relevant to core interventions is expected relevant to the applicant’s technical approach.

7. Question: On page 42 under D.3.6 History of Performance, the NOFO states that the “apparently successful applicant will be requested to provide” this information, but this is listed as a required annex on p. 36. Will USAID please clarify if the History of Performance annex is required as part of the application due April 23rd?

Answer: History of Performance will only be requested from the apparently successful applicant upon notification by the Agreement Officer prior to award to assess the applicant's risk in accordance with 2 CFR 200.205. It is not required from applicants at the application stage.

8. Question: On page 44 D.3.8 the NOFO states that “The applicant is required to complete the “certifications, assurances and other statements of the recipient and solicitation standard provisions” documents. Are these same documents required for its partners?

Answer: These documents are to be completed only by the applicant.

9. Question: On page 41, the NOFO states, “If the Applicant has established a consortium or another legal relationship among its partners, the Cost/Business application must include a copy of the legal relationship between the parties”. Would USAID clarify if this only applies to a joint venture where more than one organization has responsibility for the results of the Activity?

Answer: Yes

10. Question: The NOFO lists the requirements for the Cover Page in two places and there are minor differences between the two lists.

- On page 32, the NOFO states that the cover page of the technical application must include “the percentage of overall Activity interventions that each partner will contribute.”
 - On page 29, the NOFO states that the cover page of the technical and cost applications must include: Name of any proposed sub-recipients or partnerships (identify if any of the organizations are local organizations, per USAID’s definition of ‘local entity’ under ADS 303.3.6.5[b][2].
- Will USAID clarify the requirements for the Cover Page? And if applicable, will USAID clarify if the percentage of overall Activity interventions should be based on the percentage of budget for each partner?

Answer: The requirements for the Cover page should follow the instructions under D.2 “Technical Application Instructions”.

Yes, the **percentage** of overall Activity interventions should be based on the **percentage** of budget for each partner.

11. Question: Could USAID confirm that indicators included in section A.9 Activity Description, Annex E Performance Monitoring Plan Indicators and Annex F Program Performance Report Indicators are illustrative and that the applicant can choose which to include in the Draft Monitoring Evaluation and Learning Plan submitted as Annex 2?

Answer: All PPR Indicators are required indicators. Indicators included in Section A (Activity Description) that also appear on the PPR list are required and the remainder are illustrative and subject to change.

12. Question: On page 30 under section D.1.5.3 Formatting, fifth bullet of the list, the NOFO states applications must be “*submitted via Microsoft Word AND Pdf formats*”. However, the sixth bullet of the list states “*the technical application must be searchable and editable Word OR Pdf format.*” Could USAID confirm that Word OR pdf format is acceptable for the technical application?

Answer: The technical application must be submitted in a searchable and editable Word format and in PDF format.

13. Question: On page 32 under section D.2 Technical Application Instructions, 1. Cover Page, the NOFO states that the cover page must include:
- a. the “*percentage of overall Activity intervention that each partner will contribute.*” Could USAID confirm that given the technical application should not reference the cost application that this should not be included in the technical cover page?

Answer: Please see answer to question # 10 above.

- b. “*DUNS number for primary applicant.*” Could USAID confirm the DUNS number should be included on the cover page?

Answer: Yes

- c. On page 29, under section D.1.5.1 Cover Page, the NOFO states that the technical and cost application cover page must include the “*signature of the primary contact person,*” however this is not mentioned on page 32, under section D.2. Technical Application instructions 1. Cover Page. Could USAID confirm signature of the primary contact is not required on the cover page of the Technical Application?

Answer: Signature of the primary contact is required on the cover page. The amendment to the NOFO includes this requirement on page 32 under section D.2.

14. Question: On page 32 under section 6 Required Annexes: Annex 2: Draft Monitoring, Evaluation and Learning Plan, the NOFO states that this Annex should not exceed 5 pages. Given that the draft MEL Plan must include a description of data collection methods and a table to include targets, indicators, sources and calculation methods and frequency, would USAID consider allowing applicants up to 10 pages for the Draft MEL Plan?

Answer: Yes, as long as the total number of pages for annexes does not exceed 50 pages.

15. Question: On page 34 under section Annex 1: Draft Implementation Plan, could USAID confirm that July 28, 2018 – August 31st, 2018 should be considered month 1?

Answer: The exact year 1 period will depend upon the effective date of the award. For example, if the effective date of the award is July 27, 2018 the completion date will be July 26, 2023. Year 1's implementation plan should be approximately 14 months (i.e. July 27, 2018 - September 30, 2019) to align the Activity with the USAID Fiscal year, and reporting period. The subsequent years 2-4 will follow the fiscal year October 1 - September 30 while year 5 will end on the completion date of July 26, 2023.

16. Question: Given the funding type breakdown on page 22, could USAID let us know if there are any earmarks for fistula?

Answer: USAID does not have any information on potential earmarks at the moment. This will be determined on an annual basis during implementation during the approval of the implementation plan.

17. Question: On page 22, section B.1 Anticipated Number of Awards and Estimate of Funds Available the NOFO states *"For budgeting purposes, the funding types and estimated amounts per year are as follows: ..."*

- d. Is there flexibility within each year's funding type compared to the table on page 22? For example, the table indicates \$2,500,000 for Year 1 MCH; would it be possible for the applicant to propose \$1,800,000 instead and shift the difference to another funding type?

Answer: No.

- e. Secondly, is there flexibility between the years compared to the table on page 22? For example, may the applicant propose \$8,500,000 for Year 1 and \$8,750,000 for Year 2?

Answer: No, for budgeting purposes, the funding types and estimated amounts per year should remain as provided in the table. This may however change during implementation and will be managed through the implementation plan.

18. Question: On page 36 section D.3 Cost/Business Application Format, the following items are included as section requirements of the Cost/Business Application:

"4. Prior Approvals in accordance with 2 CFR 200.407

5. Duns and Bradstreet and SAM Registration

6. Funding Restrictions

7. History of Performance

8. *Certifications, Assurances and Other Statements of the Recipient*
9. *Certificate of Compliance, if applicable*”

- i. Could USAID please confirm that item 4, Prior Approvals in accordance with 2 CFR 200.407, should be included in its own section of the Cost/Business Application, or can this information be included within the budget narrative?

[Answer: Yes, it should be included in its own section of the Cost/Business application](#)

- ii. Could USAID please confirm that for item 5, Duns and Bradstreet and SAM Registration, a printed verification of SAM Registration is sufficient to meet this requirement?

[Answer: Yes](#)

- iii. Could USAID please clarify what is expected to be included within item 6, Funding Restrictions, of the Cost/Business Application, given page 43 indicates that profit is not allowable on this award?

[Answer: This section is included for informational purposes to the Applicant in the development of its Application.](#)

- iv. Could USAID please confirm that item 7, History of Performance, is not required as a section of the Cost/Business Application, given page 42 indicates that such information will be requested of the apparently successful applicant prior to award?

[Answer: See answer to question 7. above.](#)

- v. Could USAID please confirm that subrecipients are not required to provide items 5, 6, 7, 8, 9 for the Cost/Business Application?

[Answer: Sub-recipients are not required to submit items 6,7,8 or 9. However, under item 5, applicants need only submit a valid DUNS number for all proposed sub-recipients as required under Section D.3.5, Dun and Bradstreet and SAM Requirements](#)

19. Question: On page 37 section D3.3 Detailed Budget and Budget Narrative, the NOFO states “*the detailed budget must set forth the basis for all proposed costs including those which are proposed to be funded by USAID under the award(s) resulting from this NOFO and those to be funded by non-USG cost-sharing (matching) contributions (cash or in-kind) to be provided by the applicant, the applicant’s teaming partners, or third parties. The budget shall contain a separate column for each source of funds/contributions.*”

Could USAID please clarify whether applicants may submit cost share information in the budget narrative rather than in the detailed budget, and provide information at a summary level, rather than at a detailed level? We ask because on pages 41 and 42 the NOFO indicates different guidance, i.e. that applicants should estimate the amount of cost-sharing resources and the basis of calculation in the budget narrative, along with providing in the budget narrative a breakdown of the cost share per organization.

[Answer: Applicants must submit cost share information in the budget as a separate column for each source of funds/contributions and include in the budget narrative supporting schedules and budget narrative explanations as may be necessary to adequately support and/or](#)

explain proposed costs as explained under Section D.3.3 “Detailed Budget and Budget Narrative”.

20. Question: On page 39 section D.3.3 sub-part 6: Subawards and Contracts (Contractual), the NOFO states “...each page of the applicant’s detailed budget breakdown and the detailed budget breakdowns for each sub-award and contract shall be signed and dated by an authorized representative of the applicant and sub-recipient/contractor (if the sub-recipient/contractor is known).” It appears as though there may be contradictory guidance regarding budget submission. Page 30 states that budgets must be submitted via Microsoft Word and PDF. Because Microsoft Excel does not allow the inclusion of signatures in workbooks, is USAID requesting a PDF copy of each organization’s detailed budget with signatures on each page?

Answer: The paragraph under Section D.3.3 sub-part 6: Subawards and Contracts (Contractual) which states that “Each page shall have the year and the sub-recipient’s/contractor’s name (if known) clearly marked, and be signed and dated by an authorized representative of the sub-recipient/contractor (if the sub-recipient/contractor is known). A tab or colored divider page shall separate each sub-recipient’s/contractor’s detailed budget breakdown.” is deleted per amendment no. 1 to the NOFO.

21. Question: On page 39 section D.3.3 sub-part 6: Subawards and Contracts (Contractual), the NOFO states “...a tab or colored divider page shall separate each sub-recipient’s/contractor’s detailed budget breakdown.” Because Microsoft Excel does not allow the inclusion of tabs or colored divider pages, is USAID requesting a PDF copy of each organization’s detailed budget with signatures on each page?

Answer: See response to question # 20 above.

22. Question: On page 39 under section D.3.3 sub-part 9: Other Direct Costs, the NOFO states “Other Direct Costs may include other costs not elsewhere specified, such as report preparation costs, passports and visas fees, medical exams and vaccinations, as well as any other miscellaneous costs.” Could please USAID clarify if passport and visa fees, medical exams, and vaccinations should be included in the Other Direct Costs or Travel sections of the Budget and Budget Narrative? Traditionally, we have proposed such costs in the Travel section of the Budget and Budget Narrative.

Answer: The inclusion of examples of costs items under Other Direct Costs as referenced in section D.3.3 sub-part 9 is illustrative.. Applicants should classify costs in accordance with their respective organizational policies.

23. Question: Can USAID describe which activities are expected to have national coverage and which will target specific districts and facilities based on available data?

Answer: As referenced in the Program Description, it is expected there will be some interventions that are implemented at the central level which will, by default, have National coverage and interventions in the targeted 20 facilities/districts. Applicants should propose an appropriate breakdown of these to ensure the results of the activity.

24. Question: Section C.4 (page 26) states that “failure to meet a cost-sharing requirement can result in reducing the amount of USAID funding for the following funding period [or] require the recipient to refund the difference to USAID when this award expires or is terminated.” Can USAID clarify at which points cost share contributions will be assessed throughout the life of the project (e.g. each fiscal year, each time a payment is disbursed, etc.)?

Answer: Cost sharing applies throughout the life of an agreement, and the Agreement Officer Representative will monitor the recipient's financial reports to ensure that the recipient is making progress toward meeting the required cost share.

25. Question: Section C.5.1 (page 27) states that “sub-awardees must be allowed to be listed on multiple applications by multiple applicants as they choose.” Please confirm that non-exclusivity is at the discretion of the individual sub-awardees and that USAID does not intend to require the selected prime awardee to work with particular sub-awardees.

Answer: In accordance with Section C.5.1 of the NOFO, exclusivity agreements between the prime applicant and proposed sub-awards and between the prime applicant and proposed key personnel are **not** required.

26. Question: Since it may be difficult to ensure searchable functionality for complex graphics, would USAID exempt graphics from this requirement as long as the searchable narrative includes a figure title and brief description?

Answer: Yes, complex graphics can be exempted from this requirement as long as the narrative is searchable.

27. Question: In order to ensure that submitted files are received by USAID’s server, can USAID clarify if there is a size limitation on each email?

Answer: Each email with attachments must not exceed 10MBs. This information has been revised in Amendment no. 1 to this NOFO.

28. Question: The instructions for Annex 4: Resumes (page 35) state, “each resume is not to exceed three pages...including three professional references for each individual” In order to provide full, relevant information for each key personnel candidate, may offerors provide three page resumes for each key personnel and a separate page with references?

Answer: No

29. Question: May we submit resumes for select senior personnel who are not key personnel, as long as our complete package of annexes is within the 50-page limit?

Answer: No

30. Question: Page 44 requests that applicants submit Certifications, Assurances, and Other Statements of the Recipient and Solicitation Standard Provisions. Does USAID also require that this information be provided for proposed sub-partners?

[Answer: See answer to question # 8 above.](#)

31. Question: Page 39 states that each page of the sub-award budgets will “be signed and dated by an authorized representative of the sub-recipient/contractor.” In order to meet the requirement that budgets be submitted in unlocked Excel spreadsheets, would it be acceptable to provide a signed cover letter from each sub-awardee that includes the total budget amount? We will also clearly indicate the sub-awardee in the header of the Excel spreadsheets.

[Answer: See answer to question # 20 above.](#)

32. Question: Section D3.3 (page 37): USAID requires proposal budgeting broken out by fiscal year; however the anticipated start date is July 27, 2018. For budgeting and presentation purposes, please confirm the period of performance is July 27, 2018 – September 30, 2023, that year 1 should be presented as 14 months, and subsequent years will be 12 months each (October 1 – September 30).

[Answer: See answer to question # 15. above.](#)

33. Question: Can we utilize our own budget template, as long as the cost categories presented are the same as those listed in the RFA?

[Answer: The budget template must be provided in the same format as provided in Annex G and as explained in Section D.3.3 - Detailed Budget and Budget Narrative.](#)

34. Question: The Cost/Business Application requires submission of Section 8: Certification, Assurances and Other Statements of the Recipient. Does this need to be completed and signed by only the Prime Applicant, or by the Prime Applicant and all proposed partners?

[Answer: See response to question # 8 above.](#)

35. Question: Can USAID please confirm if Past Performance References must be included as part of the Cost/Business Application at this stage. The NOFO states (page 42) that History of Performance information will only be requested for the apparently successful applicant. However, embedded within the "Certifications, Assurances, and Other Statements of the Recipient" document on page 16 it states: "On a continuation page, please provide past performance information requested in the RFA." These are conflicting instructions. Does the Applicant need to provide Past Performance information for itself and any proposed partners as part of the initial Application package?

[Answer: See response to question # 7 above.](#)

36. Question: For budgeting purposes, what quantity and type of non-expendable equipment, vehicles, or other items should the Applicant expect to receive as part of the disposition plan from current USAID activities, and therefore not need to include in the Detailed Budget?

Answer: Applicants must budget the quantity and type of non-expendable equipment based on their proposed technical approach.

37. Question: If the Applicant does not have a Self-Certification of Compliance (Annex 10 referenced on pg. 44 of the RFA), is the Applicant required to take steps to obtain this, or may this section be left out of the Cost/Business Application?

Answer: This requirement is only applicable to U.S. NGOs that already have a Self-Certification of Compliance.

38. Question: Can USAID please clarify if partner exclusivity is not permitted, or if it just simply not required. May Applicants enter into an exclusive partnership with proposed partners if both parties are agreement?

Answer: See answer to question # 25 above.

39. Question: Can USAID please make available all progress reports from the current Maternal and Child Survival Program (MCSP) in Rwanda. Our understanding is that as per USAID guidelines these should all must be made publicly available. However, the Implementing Partner is not adhering to this requirement and reports are not accessible.

Answer: MCSP Progress Reports are publicly available on USAID's Development Experience Clearinghouse: <https://decsearch.usaid.gov>

40. Question: We understand from a review of the Revised National Malaria Contingency Plan 2016-2020 that the Rwanda Biomedical Center (RBC) will be doing IRS in at least 8-13 districts with funding from various sources, including PMI. Can USAID please confirm if there are plans for PMI to do more IRS and if so, is it possible that the selected districts will overlap with those RSDA will work in?

Answer: PMI will be supporting 2 IRS districts under a different activity, as has been the case in the past. There are no plans to undertake IRS in additional districts at this point. All decisions on districts to be sprayed is based on guidance from the Malaria and other Parasitic Diseases Division (MOPDD). It is possible for IRS districts to overlap/implement other malaria interventions.

41. Question: We understand that commodities will be provided through other USAID mechanisms. However, can USAID please confirm if it is permissible to budget for limited emergency/crisis

purchase of key commodities (such as caffeine, newborn ambu bags, selected lab reagents, IUD insertion kits)? If so, are there guidelines or limits available to us?

Answer: Limited procurement of essential equipment is expected under this Activity. No procurement for pharmaceuticals is expected under this Activity.

42. Question: Can USAID please clarify if small infrastructure upgrades (plumbing) at health facility level are allowable if it is part of the WASH program activities to reduce infection of waterborne illness and nosocomial infections?

Answer: Construction is not eligible for reimbursement under this award. Construction means construction, alteration, or repair (including dredging and excavation) of buildings, structures, or other real property and includes, without limitation, improvements, renovation, alteration and refurbishment. The term includes, without limitation, roads, power plants, buildings, bridges, water treatment facilities, and vertical structures.

43. Question: Can USAID please explain the reason for emphasis on hospitals at a few points in the RFA, when the majority of the RFA focuses on community and district level interventions?

Answer: The applicant should justifiably determine level of emphasis to best meet the Activity results.

44. Question: Would USAID allow Applicants to work in additional districts on malaria? Can USAID please clarify the rationale for the districts proposed in the NOFO?

Answer: As indicated in Annex C - these districts are illustrative and subject to change. The districts included in the NOFO include districts that PMI has supported integrated community case management and some of the high burden districts.

45. Question: We have noticed that a number of illustrative and PPR and PMP indicators appear to be duplicates. Such as the following. Can USAID please clarify that all duplicates are worded correctly and intentionally?

a. Section A.9.1.4 Illustrative Indicators (IR 1) #2 & #4 p. 16

Answer: Under Section A.9.1.4, Illustrative Indicators (IR 1), bullet # 2 and bullet # 4 are duplicative. Amendment # 1 has therefore deleted bullet # 4. Any indicator listed as illustrative that appears on the PPR annex must be considered a required indicator.

b. Section A.9.1.4 Illustrative Indicators (IR 1) #3 & PPR #2.

Answer: This is worded correctly.

c. Section A.9.1.4 Illustrative Indicators (IR 1) #4 & PMP #3

Answer: These are two different indicators and they are correctly worded

46. Question: The NOFO references both national/central interventions and provincial/district level interventions. In addition to SBCC approaches implemented at the community and facility level,

do you anticipate national/central SBCC interventions to support the national/central geographic coverage?

Answer: Yes

47. Question: Can you provide examples of what community-level SBCC implementation would include under this NOFO?

Answer: No, this is at the discretion of the Applicant.

D. APPLICABILITY OF ORIGINAL NOFO

Except as specifically amended herein, all other terms and conditions of Notice of Funding Opportunity (NOFO) Number: 72069618RFA00002 remain unchanged and in full force and effect.

[END OF AMENDMENT NO. 1]