

Attachment 1.				
NFO No. 720-522-18-RFA-00003/Improving Tertiary Violence Prevention / QUESTIONS & ANSWERS				
Q No.	SECTION	PAGE	QUESTIONS	ANSWERS
1	D	21-24	In reviewing the Technical Application Format section (p. 21-24), could you please clarify which sections are within the 10 page limit, and which are considered Annexes. It is our understanding that the Executive Summary, Technical Approach, Implementation Plan (with the exception of the MEL Plan), and the Management Structure and Team sections all must be included in the 10 pages. Is this correct? Please also confirm that the Key Personnel section re: Resumes is an Annex not included in the 10 page limit. We greatly appreciate your support.	A table detailing which documents are within the 10 page limit and which are excluded from the 10 page count has been prepared for clarity. Please refer to Amendment No. 1.
2	D	24	Regarding the Past Performance section: The guidance says "Please provide five (5) references that USAID can use to verify past performance." Can we provide more than 5 references including references from our organization and the members of our consortium? If so, what is the maximum number of past performance references we can include?	The maximum number of past performance references is five. These five references may be representative of a combination of the applicant and consortium partners.
3	D	23	Please clarify if we are to submit past performance reference for key personnel, even when key personnel has not worked for our organization in the past. In the case that we are to provide past performance reference for key personnel, please confirm how many references we should provide for each key personnel position.	We confirm that a minimum of three references for each key personnel is required. The maximum is five.

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4	A and Annexes	4 - 14	With the goal of designing a project focused on collaboration, diminishing duplication, and building off USAID successes to date, please let us know where we can obtain the latest public reports and other activity information for the USAID funded projects mentioned in the RFA, they include Proponte Más, Unidos por la Justicia, Juntos en Acción, and Empleando Futuros. We are most interested in the information as it relates to their work with tertiary prevention and the juvenile justice system.	USAID is including the latest quarterly reports approved for ProPonte Mas, Unidos por la Justicia, and Empleando Futuros as Annex 8 - Applicable Documents. USAID also encourages offerors to review the Development Experience Clearinghouse (https://dec.usaid.gov/dec/home/Default.aspx) and the USAID/Honduras Country Fact Sheet (https://www.usaid.gov/documents/1869/usaidhonduras-country-fact-sheet).
5	A	4 - 14	In the solicitation, it states: As an overarching consideration of this activity, USAID expects that beneficiaries of this activity are to be identified and assessed on a case-by-case basis, guided by best practice. At least 15 days prior to any proposed beneficiary receiving assistance, the name of any individual beneficiary must be provided to USAID. Individual beneficiaries include any youth or adult in conflict with the law who would receive assistance or benefit from assistance provided under a USAID-funded tertiary prevention program. However, it is our understanding that Honduran laws prevent any person or institution from providing data or information regarding a minors who are in the court system or detained. We believe this to include identifying a young person as someone who is in conflict with the law and providing that information to a third party. Can USAID please confirm if the above cited paragraph from the RFA is consistent with Honduran law? If this is consistent with Honduran law, can USAID please explain the rationale for obtaining the information and the process by which participants will be vetted?	This reporting requirement responds to an OFAC License provision. USAID is currently in the process of clarifying this particular requirement for minors. More informaton will be available by June 2018; USAID cannot delete this requirement at this time.
6	A	4 - 14	Does USG or USAID have any agreements signed with the GOH and/or INAMI that can help facilitate project results?	Currently, there are several USG-funded activities supporting, coordination or otherwise enaging with INAMI. Some of them are providing HICD assistance, others are focusing on developing processes specifically focused at youth in conflict with the law that have been sentenced to an alternative measure to detention, others are providing job insertion opportunities for youth in conflict with the law.
7	A	4 - 14	Is there a trusted baseline currently available for the juvenile recidivism in Honduras? If so, can you provide a link to the information?	To the best of USAID's knowledge, there is very little as far as a baseline for many aspects, including recidivsm rates. The construction of this baseline is work that would need to be done with the corresponding authorities.

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8	D	21	Section D.4 (page 21) states that the technical application should not exceed 10 pages and confirms that annexes will not count toward the page limitation. Could USAID please confirm that the following documents will be included as annexes as well? a. Resumes and references for all three proposed key personnel b. Organizational chart	A table detailing which documents are within the 10 page limit and which are excluded from the 10 page count has been prepared for clarity. Please refer to Amendment No. 1.
9	D	21	Section D.4 states that the technical application should not exceed 10 pages, excluding annexes. Given the RFA requirements for the technical application, would USAID please consider adding at least two additional pages for the technical application?	A table detailing which documents are within the 10 page limit and which are excluded from the 10 page count has been prepared for clarity. Please refer to Amendment No. 1.
10	A	4 - 14	In Section A, page 10, sub-component 1.2 reads “the process for identifying an appropriate risk assessment tool(s) must build on tools already being employed or tested in Honduras or the northern Triangle (especially via the Proponte Más program).” Could USAID please share the risk assessment tool(s) used by the Proponte Más Program currently implemented by Creative Associates International, and any other assessment tool currently used by other implementers? Could USAID also share information on how these tools have been applied to the Honduran context and achieved results in measuring risk levels and identifying target populations and provide information on the per capita costs associated to applying these risk assessment tools?	Please note that USAID holds the copyrights over the risk assessment tools shared as Annex 8 (YSET, FACES, and VIP-RA Tools). Regarding information related to how these tools have been applied to the Honduran context, please note Proponte Mas activity is in the process of developing a systematization of the secondary violence prevention model, which would include the adapted version of the YSET and FACES. To date the ProPonte Mas activity is also preparing a cost benefit analysis of the application of its model and tools that will be available early 2019.

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11	D	19	On page 19, Section D., sub-section 1, the Acquisition and Assistance Specialist's email is listed as oaahonduras@usaid.gov, but on page 37 (Section G, sub-section 2), her address is listed as bnunez@usaid.gov. Which email address should we use to communicate with USAID?	The email address to communicate with USAID is oaahonduras@usaid.gov. NFO will be amended to remove the Specialist's email.
12	D	26	Could USAID please clarify what constitutes a major sub-applicant under this program?	The word major will be removed. If the applicant or any sub-applicant intends to charge indirect costs they must provide a NICRA, if not, may provide reviewed financial statement and audited financial statements. If applicants or sub-applicants do not have an indirect cost rate and seek to use the de-minimus rate of 10%, they must state this in the application.
13	D and Annexes	28	Would USAID please confirm whether the assurances, certification and representations required in Section D, page 28, (item 1) and statutory and regulation certifications (item 4) are separate documents or the same item? Please include them in the Annexes. Also, please update the reference under "statutory and regulation certifications," because Section IV.B. Required Certifications is missing. Thank	We confirm that Item No. 1 and 4 refer to the same thing. NFO will be amended to leave just one. Please see Annex 7.
14	D	26 - 27	Page 26 and 27, Cost Application Format: Can USAID clarify if a NICRA should be submitted? Page 26 references the need for a NICRA. Page 27 states the application should not include a NICRA.	If the organization has a NICRA, it must be provided. The NFO will amend this section to provide clarity.
15	D and Annexes	25	Page 25, Cost Application Format: Under heading 2, USAID requires the submission of SF-424 and SF-424A Forms, but the SF-424B is not required. However, SF-424B is included as Annex 5 (Mandatory) on page 47. Can USAID clarify if SF-424B should be submitted?	SF424 B should be submitted. NFO will be amended to provide clarity.
16	D and Annexes	28 and 47	On page 28, USAID specifies under Part 1 the 'Required Assurances, Certifications, and Representations'. On page 47, however, USAID refers to Annex 2 Standard Provisions referenced. Can USAID clarify if these are the same provisions and requirements?	The sections mentioned are two separate things. Please see annex 7.

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17	D and Annexes	28	Page 28, Part 4: Can USAID clarify where the Statutory and Regulation Certifications can be located?	Please see Annex 7.
18	E	32	Page 32, Cost Share: USAID suggests a cost share of \$2 million of the Award’s projected value of \$8 million. Can USAID clarify if the total value of the award is \$8M and cost share is an additional \$2M?	We confirm that this understanding is correct.
19	E	34	Page 34, Section F, #4 Financial Reporting: Can USAID consider amending the requirements to remove the requested quarterly analysis of variances to better align with the reporting requirements outlined in 2 CFR 200.327 and to conform with the SF-425 format? The instructions indicate that financial reports must include a brief analysis of any variance between budget and actuals, however the standard quarterly financial reporting form SF-425 does not require that information.	NFO will be amended to remove the variance analysis and conform to the standard quarterly financial Report SF-425.
20	D	21	Page 21, Section 4: Can USAID consider making the Executive Summary non-counting towards the 10-page limit?	NFO will be amended to reflect that the Executive Summary is excluded from the 10 page limit. A table detailing which documents are within the 10 page limit and which are excluded from the 10 page count has been prepared for clarity. Please refer to Amendment No. 1.
21	D	19	Page 19, Section D: Application and Submission Information, Part 2: Content and Form of Application Submission—Can Offerors use a smaller size font for graphics and tables, as long as it is legible and clear?	Yes. We agree to this suggestion for only graphics and tables. No smaller than 9 point font size.

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22	D	22	Page 22, Technical Application Format: Implementation Plan, USAID has requested four sub-sections (Actionable Strategic Plan, Initial Engagement Plan, Strategic Learning Agenda, and MEL Plan). Can USAID consider allowing all four sub-sections to be included in an annex?	A table detailing which documents are within the 10 page limit and which are excluded from the 10 page count has been prepared for clarity. Please refer to Amendment No. 1.
23	D	23	Page 23, Management Structure and Team: Can USAID consider allowing the Organizational Chart and list of proposed staff to be included as an Annex?	A table detailing which documents are within the 10 page limit and which are excluded from the 10 page count has been prepared for clarity. Please refer to Amendment No. 1.
24	D	23	Page 23, Key Personnel: The instructions ask for resumes for each key personnel not to exceed three (3) pages. Can USAID confirm that the requirement is three pages per resume (i.e. nine pages total for three resumes)?	We confirm that the requirement is to submit a three page resume for each key personnel.
25	D	23	Page 23, Key Personnel: Can USAID confirm that the key personnel resumes should be included as an Annex?	We confirm that resumes should be included as Annex. A table detailing which documents are within the 10 page limit and which are excluded from the 10 page count has been prepared for clarity. Please refer to Amendment No. 1.
26	D	22	Page 22, the Application Format notes that the Technical Application is limited to ten (10) pages. However, USAID requires that the Technical Application includes a great deal of information. Can USAID either (a) include more materials as annexes; or (b) increase the page limit?	USAID has included more sections as Annexes. A table detailing which documents are within the 10 page limit and which are excluded from the 10 page count has been prepared for clarity. Please refer to Amendment No. 1.

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27	A	14	Page 14, Section A.IV stipulates that “At least 15 days prior to any proposed beneficiary receiving assistance, the name of any individual beneficiary must be provided to USAID.” Due to the sensitivity around this target population and confidentiality requirements stipulated by Honduran law and the Convention on the Rights of the Child around protections for juveniles undergoing legal proceedings, we respectfully request this requirement to be removed.	This reporting requirement responds to an OFAC License provision. USAID is currently in the process of clarifying this particular requirement for minors. More informaton will be available by June 2018; we can not delete this requirement at this time.
28	C	17	Page 17, Section C.2 Cost Sharing or Matching: Considering the cost share expectation and noting the value specificity of that expectation, it is assumed that USAID has conducted an internal determination of the cost share requirement in accordance with ADS 303.3.10.1. Thus, would USAID release that information so that organizations can maximize their response to cost share to the benefit of the program as well as engage a broader base of contributors ensuring wider adoption and sustainability of program efforts?	We appreciate the inquiry regarding the suggested cost share. The analysis will not be released.
29	D	21	Page 21, Section D.4: Would USAID please confirm the Executive Summary is excluded from the 10-page limit?	Yes, USAID confirms that the Executive Summary is excluded from the 10 - page limit. A table detailing which documents are within the 10 page limit and which are excluded from the 10 page count has been prepared for clarity. Please refer to Amendment No. 1.
30	D	22	Page 22, Section D.4, Implementation Plan requires both a Strategic Learning Agenda and an MEL Plan. Would USAID consider the Strategic Learning Agenda to be submitted as part of the MEL Plan annex?	USAID agrees to this suggestion. A table detailing which documents are within the 10 page limit and which are excluded from the 10 page count has been prepared for clarity. Please refer to Amendment No. 1.
31	D	23	Page 23, Section D.4, Management Structure and Team requires an “Organizational chart for the program team, including sub-awardee staff, if applicable.” Could USAID confirm that the organizational chart can be included as an annex to the Technical Approach, excluded from the 10-page limit?	USAID agrees to this suggestion. A table detailing which documents are within the 10 page limit and which are excluded from the 10 page count has been prepared for clarity. Please refer to Amendment No. 1.

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32	D	28	Number 4 on Page 28 references certifications in Section IV, B. Required Certifications. However, no such reference exists in the solicitation. Please provide the referenced required certifications. Please also confirm that these referenced certifications and those listed as number 1 on the same page are the same.	The referenced certifications in item 4 and item No. 1 are the same thing. NFO will be amended to provide clarity. Please see Annex 7.
33	E	31	Page 31, Section E.A Sub-criteria 1.2 Implementation Plan: Could USAID provide further elaboration of evaluation criteria for sub-criteria 1.2 Implementation Plan to differentiate it from the criteria for the Technical Approach section?	In the technical approach, the Offeror should elaborate on their understanding and expertise of key concepts to the program components (e.g. organizational capacity development; promoting institutional culture that quickly adapts learning into practice; reinsertion interventions, tertiary population, etc.). Accordingly, the implementation plan refers to how the Offeror will implement the Activity on the ground, and if the proposed plans will increase the likelihood of a successful activity.
34	H	43-44	Page 43-44, Section H, Monitoring, Evaluation, and Learning Plan states that “At a minimum, the indicators outlined in Section C must be included in the ME&L Plan.” However, no such indicators are outlined in Section C or elsewhere in the solicitation. Please provide referenced indicators.	The referenced sentence will be deleted and NFO amended accordingly.
35			Could USAID please confirm if the anticipated award date remains 4/30/2018 per the USAID Business Forecast?	The date is innaccurate. The business forecast has been updated.
36			The solicitation does not indicate a suggested exchange rate for this solicitation. Please kindly provide a suggested exchange rate to allow for parity across cost applications.	Current exchange rate is 23.58
37	Annexes		Please kindly provide an updated salary scale for Honduras to allow parity in pricing local wages.	The Local Compensation Plan will be provided as Annex 6.

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38	A		In Sub-Component 1.2 the NFO references the risk assessment tool utilized by Proponte Mas. Would the methodology to create and validate the Violence Involved Persons Risk Assessment (VIP RA) from USAID MESCLA also serve as an ideal model for adaptation to this target population? Would USAID anticipate ensuring that any tool be rigorously validated before use?	Yes, offerors should consider a wide array of risk identification tools or other measure of behavior change that would be ideal for use with the target population. Tools could be piloted and evaluated as rigourously as possible; however, this should not prevent the activity from providing services to the target population.
39	C and D	17, 27 and 32	Cost share (1): Can USAID please clarify if cost share is required, and if so how it will be scored in proposal evaluation?	The Cost Share is suggested. The cost sharing may be used to break ties among applications with equivalent scores after evaluation against all other factors.
40	C and D	17, 27 and 32	Cost share (2): Can the required \$2mm in cost share include leveraged resources that do not meet 2CFR 200.306 requirements but contribute substantially to the achievement of the program purpose?	While leverage resources are welcome they do not directly meet the suggested \$2 million dollar for cost share.
41	D	21	We respectfully request that the executive summary be excluded from the 10-page limit of the technical proposal.	We agree to this suggestion. A table detailing which documents are within the 10 page limit and which are excluded from the 10 page count has been prepared for clarity. Please refer to Amendment No. 1.
42	D	23	We respectfully request that the “Organizational chart for the program team” referenced under “Management and Team Structure” on p.23 of the RFA be moved to an annex and excluded from the 10-page limit of the technical proposal.	We agree to this suggestion. A table detailing which documents are within the 10 page limit and which are excluded from the 10 page count has been prepared for clarity. Please refer to Amendment No. 1.
43	D	23	Please confirm that the CVs and other supporting documentation for key personnel are excluded from the 10page limit of the technical proposal.	Yes. We confirm that that the CVs referenced as "resumes" in Key Personnel are not part of the 10 page limit. A table detailing which documents are within the 10 page limit and which are excluded from the 10 page count has been prepared for clarity. Please refer to Amendment No. 1.

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44	D	23	Please clarify if the required references for key personnel are excluded from the 3-page limit for their individual CVs.	References can be included outside the 3-page limit. Please note that is no special format for the references, and USAID is requiring basic information on the references. USAID is not expecting text describing the references.
45			Will mid-term and final evaluations of program impact, particularly the pilot projects that will be rolled out by service providers, be carried out under the MESCLA contract or other external USAID instrument, or should these be budgeted in the applicant cost proposal?	Evaluations may be undertaken by USAID. As this was not explicitly part of the solicitation, it should not be included in the application.
46	Annexes		Government of Honduras counterpart agencies (INAMI and Ministry of Social Inclusion) have not been able to provide qualitative and quantitative data on alternative sentencing strengthening activities carried out with USAID/Honduras funding. Is USAID able to share with applicants current data related to alternative sentencing carried out with USAID/Honduras funding?	USAID is including the latest quarterly reports approved for ProPonte Mas, Unidos por la Justicia, and Empleando Futuros as Annex 8. USAID also encourages offerors to review the Development Experience Clearinghouse (https://dec.usaid.gov/dec/home/Default.aspx) and the USAID/Honduras Country Fact Sheet (https://www.usaid.gov/documents/1869/usaidhonduras-country-fact-sheet).
47	A	4 - 14	Re: Pilot Activities, including those referenced under Sub IR 1.2.2: Will each pilot project need to be comprehensively evaluated before replication, or will preliminary positive results be sufficient to allow replication in a different location or with a different service provider?	Preliminary positive information should provide sufficient basis for expansion and/or replication of pilot activities until further evaluation can be adequately confirmed.
48			Extension Request: The Honduran Presidential inauguration and subsequent substantial changes in Ministry leadership have led to delays in securing required data and input from GoH counterparts. We respectfully request a one-week extension of the due date, from March 15 to March 22, to fully include Honduran public-sector input into program design.	Unfortunately, USAID is not able to approve the one-week extension.