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**Subject: Request for Application - Number RFA-521-17-000014
Amendment No. 01**

**Ref: USAID/Haiti Notice of Funding Opportunity number: RFA-521-17-000014
Health Service Delivery (HSD)**

Dear Potential Applicants:

The purpose of this **Amendment No. 01** to the referenced Notice of Funding Opportunity (NOFO) is to respond to questions and post clarifications.

All other information, terms and conditions as indicated in the referenced RFA remain unchanged.

Sincerely,

Marva Butler
Agreement Officer



June 7, 2017

RFA-521-17-000014
AMENDMENT NO. 1
HEALTH SERVICE DELIVERY (HSD)

QUESTIONS AND ANSWERS

Question 1: Are there any recommended proposal templates for the USAID/Haiti NFO Number: RFA-521-17-000014 entitled Health Service Delivery (HSD)?

Answer 1: No, there is not a recommended template. Please refer to **Section D: Application and Submission of the RFA** for information on what should be included in proposal submissions.

Question 2: On page 5, the RFA states that Haiti's PHC system is called the UCS. However, both the recent PES and the Plan Directeur de Santé 2012-2022 refer to UAS. Does USAID want HSD to work with the USC level?

Answer 2: HSD should align implementation and support to the MSPP's vision outlined in the PES. In the PES, the UAS is referenced as a key geographical unit for planning and budgeting, although implementation of HSD's health interventions will certainly need to occur at the facility and community levels within an arrondissement.

Question 3: On page 7, could USAID please specify how many ASCPs the HSD project is expected to support for salary?

Answer 3: The current project supports approximately 1,100 ASCP, and we would expect this number to remain roughly the same for the initial year of the project. However, we expect the applicant to propose a technical approach that maximizes improvements to health outcomes and improves the quality and accessibility of service delivery in the selected catchment areas with a service delivery approach that is cost-effective and equitable. Therefore, we are not mandating a specific number of ASCP be supported.

Question 4: On page 12, the RFA refers to: "... a risk mitigation plan which is being used as the basis for ongoing capacity building efforts at the MSPP to address institutional weakness identified by the PFMRAF and fiduciary risk analysis." Is this mitigation plan available? If so,

could USAID share it with Applicants?

Answer 4: The PFMRAF is not publically available at this time.

Question 5: On page 13, the RFA states: “It is expected that HSD will continue to facilitate implementation of RBF in selected sites within the USAID network.” On page 30, the RFA continues: “Currently, USAID is supporting 32 sites that are implementing RBF. . . .” To which sites is the RFA referring? Are they government or NGO sites? Can USAID provide a list of the sites?

Answer 5: USAID supports RBF in 33 facilities of the 164 facilities supported through the current award. Please refer to Tab “RBF Sites” in the attached excel file.

Question 6: On page 13, the RFA states: “The USAID mission plans to continue supporting a separate implementing partner to deliver technical assistance to the MSSP to address the findings of the fiduciary risk analysis. . . .” Who is the partner being referred to?

Answer 6: USAID plans to provide this technical assistance through an existing health systems strengthening partner.

Question 7: On page 13, the RFA states: “In addition, the HSD project is expected to complement other USAID projects. . . .” Could USAID please specify the implementing partners for these programs?

Answer 7: Please refer to Tab “Implementing Partners” in the attached excel file.

Question 8: On page 15, the RFA states: “The site selection, which will be made together with the MSPP, will be informed by the most up-to-date demographic and epidemiological information available.” Will HSD need to do the systematic review of the sites, or will there be another agency to do so? If so, when would that take place?

Answer 8: Demographic Household Survey data should be available by the end of the current fiscal year. In addition, the MSPP is planning a Service Provision Assessment census of all health facilities in Haiti this calendar year. USAID anticipates that the current implementing partner, JHPIEGO, will conduct site level assessments for all sites before transition to the new award. This is expected to take place by the end of the current fiscal year.

Question 9: On page 18, the RFA states: “To date, USAID’s support has included technical

assistance and funding to DDS to cover operational costs and salaries for over 1,200 designated MSPP and NGO facility- and community-based health provider contractors, including over 1,000 ASCPs.” Could USAID please indicate what type of providers are included other than the 1,000 ASCPs, how many there are, and at which level of health institutions they work?

Answer 9: The current award includes support for approximately 2,800 personnel, including approximately 1,100 ASCP and community health agents, 140 doctors, 600 nurses, and 120 ASCP supervisors. In addition, the contracted personnel includes lab technicians, social workers, and other clinical, administrative, and support staff. These providers and support staff are primarily located at the three levels of primary health care, from the community level to the community reference hospital level (see diagram page 6, RFA) with a few key technical assistance staff supported at the DDS level.

Question 10: On page 18, the RFA states: “In coordination with the departmental health authorities and other USAID-funded projects, the Awardee will create one emergency response team in each department and ensure that they are ready to provide immediate assistance in emergency situations. . . .” Does USAID intend to create a separate response team in addition to the current departmental response team?

Answer 10: The Awardee should designate one emergency response point of contact in each department who will be responsible for coordinating with the departmental response teams during emergency situations.

Question 11: On page 32, the RFA states “recommend and in consultation with USAID/Haiti, identify local partners (per approved SCBP) and implement SCBP.” Would USAID please provide the list of SCBP partners?

Answer 11: The list of partners for the selection and capacity building plan (SCBP) has not been designated. The local organizations will be proposed by the Applicant for USAID review and approval before individual capacity building plans are developed.

Question 12: The RFA states that: “the prime partner will propose to USAID/Haiti a plan for transitioning the local partner from a sub-grant under the prime award to a direct award by USAID/Haiti. On page 33 this award amount is listed as “\$5,000,000 per local partner.” On p. 58 this award amount is listed as “\$1,000,000 per local partner.” Would USAID please confirm the correct award limit per local partner?

Answer 12: Per ADS Chapter 303, Transition Awards can not exceed 5 years and must be less than \$5,000,000. The correct award limit per local partner is \$5,000,000 over the life of

the transition awards.

Question 13: On page 35, the RFA states that “It is envisioned, however, that the HSD project will continue to support the existing USAID PEPFAR priority sites and the 32 sites that are implementing the RBF strategy.” Can USAID provide a list of these PEPFAR priority sites?

Answer 13. USAID supports RBF in 33 facilities of the 164 facilities supported through the current award. Please refer to Tab “RBF Sites” in the attached excel file. USAID currently supports provision of antiretroviral treatment for HIV in 44 of the 164 facilities supported through the current award. Please refer to Tab “PEPFAR sites providing ART” in the attached excel file.

Question 14: On page 36, the RFA states that “The PMP will include all required PEPFAR and Global Health indicators.” Would USAID please provide a list of the required indicators?

Answer 14: The list of required indicators is frequently updated. The current Indicator Reference Sheets for the Standard Foreign Assistance Indicators (F indicators) can be found at <https://www.state.gov/f/indicators/>. At a minimum, the Awardee will be required to report on applicable Health Program Category F indicators and PEPFAR indicators. For more information regarding PEPFAR indicators, refer to the PEPFAR Monitoring, Evaluation, and Reporting (MER 2.0) Indicator Reference Guide v2.1 available at <https://www.pepfar.gov/reports/guidance/>.

Question 15: On page 37, the RFA states: “. . . the Awardee will report on a subset of the F and PEPFAR indicators. . . .” What are the F indicators? Can USAID provide the list of F indicators? Can USAID please provide the exact indicators?

Answer 15: Indicator Reference Sheets for the Standard Foreign Assistance Indicators (F indicators) can be found at <https://www.state.gov/f/indicators/>. At a minimum, the Awardee will be required to report on applicable Health Program Category F indicators and PEPFAR indicators. For more information regarding PEPFAR indicators, refer to the PEPFAR Monitoring, Evaluation, and Reporting (MER 2.0) Indicator Reference Guide v2.1 available at <https://www.pepfar.gov/reports/guidance/>.

Question 16: May Applicants use a smaller font for tables, such as the implementation plan, and figures, such as the organizational chart(s)? This would allow Applicants to describe “all planned activities with sufficient detail” (RFA page 50) and to clearly present “the composition and organizational structure of the entire project team” (page 52).

Answer 16: Yes, applicants may use a smaller font size for tables.

Question 17: Are the Recommendation Letters listed on page 49 related to the Applicant organization or key personnel?

Answer 17: The Recommendation Letters listed are related to to Key Personnels.

Question 18: May we include annexes that are not included in the list on RFA page 49? For example, an annex is referenced on page 53: “any additional information for all other proposed personnel should be included in an Annex to the Application.”

Answer 18: Additional Annexes may be included in the Application.

Question 19: May the organizational chart(s) referred to on page 53 be included as an annex instead of in the staffing plan?

Answer 19: As stated in the RFA, the organizational chart should be included in the Staffing Plan, which is a subsection of the Personnel and Management Approach.

Question 20: In reference to page 56 of the RFA, could USAID confirm that it does not require applicants to use the Contractor Performance Report—Short Form for the past performance section?

Answer 20: Contractor Performance Report—Short Form for the past performance section is not required under this RFA. However, an Applicant can choose to submit the requested information using this form.

Question 21: Per RFA pages 56-57, “Additionally, if sub-awarded implementer(s) are proposed, this same information should be provided related to their past experiences.” Since Applicant’s three past performance references (PPRs), required as “information on their most recent three (3) related projects,” will take up three pages allotted for Past Performance, may our partners’ be included as an annex?

Answer 21: Past performance for sub awardee may be submitted as annex.

Question 22: On page 59 of the RFA, there is a requirement for a one-page certification for each key personnel. Would USAID please confirm that Contractor Employee Biographical Data Sheets would meet this requirement, since they contain all of the requested information?

Answer 22: Contractor Employee Biographical Data Sheets are not required for assistance awards. However, an applicant can choose to submit the requested information using this form.

Question 23: How many NGO service providers will be included in HSD to support? Can USAID provide the names and number of sites supported by the NGOs under SSQH? Can USAID also provide a list of the MSPP sites and the mixed sites currently supported by SSQH? Do the grants to the NGOs service providers include salaries for ASCP and service providers? And if so, how many ASCPs are folded into the grants?

Answer 23: The current list of sites and NGO partners is attached. The grants to NGOs include salaries for some ASCP and service providers; others are contracted directly on behalf of the MSPP.

Question 24: Please confirm if the award amount for local partners is per year or over several years. The total ceiling of local partners for transition awards is \$5M per award over the life of the award (maximum 5 years).

Answer 24: Per ADS Chapter 303, Transition Awards can not exceed 5 years and must be less than \$5,000,000. The correct award ceiling per local partner is \$5,000,000 over the life of the transition awards (maximum 5 years).

Question 25: There is no size limit listed for attachments in the electronic submission. Would USAID please confirm the capacity to receive large email attachments?

Answer 25: It is recommended that the file size of the entire grant application package including all the attachments, be limited to 25MB.

Question 26: To facilitate readability, may we include a list of acronyms that is not counted in the page limit?

Answer 26: The list of acronyms will not count toward the page limit.

Question 27: Please confirm that the Table of contents and Acronym list do NOT count towards the 30 page limit.

Answer 27: Confirmed. The table of contents and list of acronyms do not count toward the page limit.

Question 28: The Staffing Plan and Key Personnel Positions and Qualifications section requires a “summary organizational chart”. Please confirm that this chart should be included as an annex.

Answer 28: Please see answer 19.

Question 29: The Staffing Plan and Key Personnel Positions and Qualifications section requires that “any additional information for all other proposed personnel should be included in an annex to the application”. Can USAID please clarify what should be included for any named staff (other than key staff?)

Answer 29: USAID does not specify requirement for additional information for other proposed personnel, however applicant may include any relevant information deemed necessary for the application.

Question 30: The Institutional Capacity and Past Performance section does not specify what should be addressed in that section other than including past performance information. Please clarify USAID requirements for this section.

Answer 30: The requirements are as stated under the Past Performance section. The section title on page 49 should read “Past Performance”, instead of “Institutional Capacity and Past Performance”.

Question 31: The Institutional Capacity and Past Performance section requires three past performance references for the prime. It also indicates that “if sub-awarded implementers are proposed, this same information should be provided related to their past projects”. Please confirm that three past performance references are also required for each sub-awardee.

Answer 31: Confirmed.

Question 32: Please confirm that the past performance references should be included as a table in an annex; as these will not fit within the 3 page limit for the “Institutional Capacity and Past Performance” section.

Answer 32: Past performance information for the prime applicant should be summarized in 3 pages, as stated in the Past Performance section. Past performance for sub awardee(s) may be submitted as an annex.

Question 33: Page 52 states that the management plan should “specify the composition and organizational structure of the entire project team and describe the role of each staff member

named under key personnel, as well as technical expertise, and estimated amount of time he or she will devote to the activity”. However, the Staffing Plan and Key Personnel positions and Qualifications section requires similar information. That section indicates that: “Applicants should specify the qualifications and abilities of proposed personnel” and that the applicant should “include a summary organizational chart which shows the totality of positions proposed for all components of the implementation plan”. Please clarify what should be addressed in each section.

Answer 33: Please refer to pages 52 and 53 for clarification on what should be included in each section.

Question 34: The first paragraph of the Chief of Party position description indicates that “the COP is intended to be a seasoned health sector professional, thoroughly familiar with the current and historic Haiti health service delivery sector. However, the required qualifications listed indicate that the COP must have a “minimum of 8 years of experience managing donor-funded projects from design to implementation to completion in developing countries preferably with some of the experience in Haiti”. Please clarify whether experience in the Haitian health sector is required or preferred.

Answer 34: Experience in the Haitian health sector is preferred, not required.

Question 35: The implementation plan section requires a table summarizing “the main activities, objectives, indicators and measurement methods”. Would USAID consider including this table as an annex as the information requested for the implementation plan will not fit within the 4 page limit?

Answer 35: Yes, the table may be submitted as an annex.

Question 36: Please clarify whether indicators should be proposed in the technical application. If required, would USAID consider an annex with a list of indicators, instead of including the indicators as part of a table in the implementation plan?

Answer 36: Yes, indicators should be proposed. The table may be submitted as an annex. See question 35.

Question 37: As the proposed award is a Cooperative Agreement, would USAID consider dropping the requirement listed on page 59 for certifications of key personnel stating salary and education?

Answer 37: While salaries under a Cooperative Agreement do not require USAID approval, all costs are required to be reasonable and in accordance with the organization's policies and procedures. The salary history requirement provides USAID the information necessary to determine cost reasonableness.

Question 38: On page 49, under "Annexes," the RFA states that "Recommendation letters" are required for each key personnel. Please clarify what form these should be in.

Answer 38: USAID does not have specific requirements for letters of recommendation. However, the recommendation should speak to the proposed Key Personnel's' experience as referenced on page 53 of the RFA.

Question 39: Can USAID please confirm that the technical application may be submitted as a PDF file?

Answer 39: Confirmed. The Technical Application may be submitted as a PDF file.

Question 40: The anticipated award date is September 30, 2017. Can USAID please confirm that applicants should use October 1, 2017 as the estimated start month for budgeting purposes?

Answer 40: USAID can confirm that the anticipated award date is as stated in the question and applicants should prepare their budget proposals to begin after that date.

Question 41: Could USAID please confirm the maximum file size per email?

Answer 41: Please see Answer 25.

Question 42: Could USAID please confirm that a smaller font size (e.g., 10 point TNR) may be used for tables?

Answer 42: USAID will accept a font size of 10 point TNR for tables.

Question 43: On page 33 the RFA, it states: "USAID/Haiti funding of the direct award will be limited to \$5,000,000 per local partner." Page 58 states: "USAID/Haiti and will work with relevant USAID/Haiti offices to implement this plan. USAID/Haiti funding of the direct award will be limited to \$1,000,000 per local partner." Can USAID please clarify whether the direct award is limited to \$1,000,000 or \$5,000,000 per local partner?

Answer 43: Per ADS Chapter 303, Transition Awards can not exceed 5 years and must be

less than \$5,000,000. The correct award ceiling per local partner is \$5,000,000 over the life of the transition awards (maximum 5 years).

Question 44: Could USAID please confirm that it will be funding awards for qualifying graduated local partners in Years 3-4 through a separate mechanism? Could USAID also please confirm that the applicant does NOT need to allocate funds from the \$98.5M project budget for this time period (Years 3-4)?

Answer 44: Confirmed. USAID intends to make awards with graduated local partners directly through separate transition awards. Funds do not need to be allocated from the HSD budget for the transition awards during Years 3-4.

Question 45: Could USAID consider increasing the page limit for CVs to three pages to allow applicants to fully reflect the qualifications of the proposed Key Personnel?

Answer 45: The page limitation remains as stated in the RFA.

Question 46: Could USAID please provide instructions on what is expected for the annex “Recommendation Letters”?

Answer 46: Please see Answer 38.

Question 47: Could USAID please clarify whether the Letters of Commitment should be for key personnel, consortium partners, or both?

Answer 47: USAID requires letters of commitment from any consortium partner or legal partnership related to this application.

Question 48: Could USAID please clarify whether the applicant is expected to prepare and submit an Environmental Mitigation and Monitoring Plan (EMMP) or a project mitigation and monitoring (M&M) plan? If the EMMP or M&M is to be submitted with the proposal, could USAID please indicate which annex is to include the plan?

Answer 48: The Awardee will be expected to prepare a EMMP prior to implementation of activities. An EMMP is not required with the proposal. Please refer to <http://gemini.info.usaid.gov/repository/pdf/50058.pdf> for more detail regarding the Initial Environmental Examination and conditions regarding an Environmental Mitigation and Monitoring Plan (EMMP).

Question 49: Regarding the requirement to provide salary history information for key personnel in Section 4.ii, can USAID explain how this requested information is appropriate for a cooperative agreement, where salaries are not subject to approval by the Mission, but need to be in accordance with the applicant's internal policies and procedures? Does USAID intend to approve salaries under a cooperative agreement? Would a statement that salaries have been reviewed by the applicant and are in accordance with its internal policies and procedures be sufficient?

Answer 49: While salaries under a Cooperative Agreement do not require USAID approval, all costs are required to be reasonable and in accordance with the organization's policies and procedures. The salary history requirement provides USAID the information necessary to determine cost reasonableness.

Question 50: Could USAID please confirm that the only items required for submission on behalf of proposed sub-awardees are their proposed budgets, budget narratives, and NICRA, when applicable?

Answer 50: Confirmed.

Question 51: Could USAID please clarify what is expected in the Annex labeled "Recommendation Letters"? Would it be appropriate to use this annex to supply letters of support for our application from current, previous, and proposed partners and collaborators?

Answer 51: Please see Answer 38.

Question 52: Is there a maximum permissible or optimal file size for each email?

Answer 52: Please see Answer 25.

Question 53: Should technical narrative be presented in Word, or is a PDF okay? (The RFA specifies Word for the *budget* narrative but does not specify any particular for the *technical* application. As an aside, we have found graphics to be more stable in PDF format.) PDF is fine.

Answer 53: Please see Answer 39.

Question 54: In the technical narrative, where a tabular format is requested, would another, smaller font (say, Arial Narrow 9 pt. or 10 pt.) be permitted? Using larger fonts impedes table functionality and affects legibility and editorial flexibility to group information in order to

illustrate relationships among categories.

Answer 54: Yes.

Question 55: Could you send us the list of hospitals that the project covers and their locations - even if it is not fully finalized?

Answer 55: Please see Answer 23.

Question 56: Could you give us the names and locations of the three training centers referred to in the document?

Answer 56: Mirebalais Hospital, Milot Hospital, and St. Boniface Foundation Hospital.

Question 58: What is the estimated salary amount for the 2000 staff who are funded under the HSD project per year?

Answer 58: USAID cannot provide its internal estimates. Applicants should budget for HSD according to the technical approach proposed.

Question 59: Should the cost share be itemized within the budget?

Answer 59: Cost share should be itemized in the detailed budget and included in the budget narrative.

Question 60: On page 18, “It is expected that the HSD Project will continue to support the operational cost and salaries for a significant number of facility- and community-based health providers, according to the MSPP’s officially-approved pay scale.” For budgeting purposes, would USAID/Haiti kindly share the officially approved pay scale?

Answer 60: Applicants should budget for HSD according to the technical approach proposed. The officially approved MSPP pay scale for various cadres of human resources for health is available from the MSPP. As an example, the current approved monthly salary for ASCP is approximately 12,400 Gourde.

Question 61: On page 27, “The HSD project, through its network of ASCPs, should be involved in WASH activities by distributing safe water products at the household level to vulnerable families and emphasize the dissemination of messages on hygiene promotion and sanitation...” Given Haiti’s low access to improved sanitation facilities, does USAID/Haiti expect the HSD

project's other WASH activities to include WASH hardware?

Answer 61: The HSD award is not expected to be involved in renovation, construction or provision of household WASH hardware. It is expected that minor renovations at the health facility level and/or provision of basic WASH hardware at selected facilities may be provided through this award.

Question 62: Would USAID/Haiti kindly clarify the maximum funding amount of the direct award per local partner? Page 33 indicates a limit of \$5,000,000 per local partner. However, page 58 indicates \$1,000,000 per local partner.

Answer 62: Per ADS Chapter 303, Transition Awards can not exceed 5 years and must be less than \$5,000,000. The correct award ceiling per local partner is \$5,000,000 over the life of the transition awards (maximum 5 years).

Question 63: What is the anticipated award date for HSD?

Answer 63: The anticipated award date is September 30, 2017.

Question 64: Would USAID share the list of service delivery NGOs and MSSP sites (with target populations) currently supported by HHQH?

Answer 64: Please see Answer 23.

Question 65: From page 6, will HSD's financial and technical support for service delivery be limited to the "Niveau I" in the Modèle des Services de Soins de Santé?

Answer 65: HSD service delivery implementation will be focussed on primary health care levels (level one of the diagram on page 6), from the community level up to the community reference hospitals. It is expected that HSD will coordinate and provide technical assistance at the DDS and central directorate levels.

Question 66: Would USAID please confirm that Part 1 "Required Assurances, Certifications and Representations" and Part 4 "Statutory and Regulation Certifications" are the same, and that Part 1 may be deleted.

Answer 66: USAID confirms that the Statutory and Regulation Certifications are all components of the Required Assurances, Certifications and Representations.

Question 67: Would USAID accept a table of contents and/or an acronym page without counting it against the page limit?

Answer 67: Yes.