



May 20, 2010

REQUEST FOR APPLICATIONS NO. 268-10-021

Developing Rehabilitation Assistance to Schools and Teacher Improvement (DRASATI) for Lebanon

AMENDMENT NO. 2

The following are Answers to Questions received on the RFA:

1. On page 20 the RFA states that the only authorized attachments excluded from the 35-page limit are resumes and letters of commitment. Past performance references are often also included as attachments. May they be included as a part of the authorized attachments or should they be a part of the 35 page limit?

Response: Past performance references/information are now considered part of the attachments. Thus, Section IV Application and Submission Information, the section on Technical Proposal Format is modified as follows:

“(A) THE TECHNICAL PROPOSAL FORMAT

THE TECHNICAL APPLICATION HAS A STRICT THIRTY FIVE (35) PAGE LIMIT, excluding authorized attachments. Authorized attachments to the technical application which do not count against the page limitation consist of: Resumes/CVs for key personnel, letters of commitment of organizational partners or key personnel, **past performance information, organizational chart and level of effort table. ”**

2. Please clarify whether the following items should be included into the 35-page limit or into the annex:
 - a. Organizational chart;
 - b. Level of Effort table;

Response: The above two items, organizational chart and level of effort table are now part of the attachments and are not part of the 35 page limitation.

3. Please confirm that the applicant is not required to submit a draft PMP as a part of the technical proposal package. If the applicant is to submit a draft PMP, can the PMP be included as an attachment?

Response: Under Section F: Performance Monitoring Plan, it is stated that the Recipient will develop a plan for collecting, evaluating, and validating data, which will be used to measure overall progress and compare status over time (called the PMP). The PMP needs to be submitted after award and not with the Application submission.

4. Page 2 of the RFA, Section A: Purpose: The RFA mentions that "The Recipient will provide technical assistance and capacity building in six core program components", but only five are listed underneath this sentence. Is there something missing that we should be aware of?

Response: There are only five core program components and not six. The sentence is modified as follows: "The Recipient will provide technical assistance and capacity building in five core program components."

5. Please confirm that Microsoft Office 2003 is an acceptable format for the submission of documents.

Response: Yes.

6. Regarding the electronic submission, please advise if there is a MB limit per email or a limit on the number of attachments per email.

Response: Maximum 5 MBs per e-mail. The Applicant can split attachments on several e-mails, each 5 MBs.

7. On page 2 of the RFA, it states: "six [6] core program components:" but only 5 are listed. What is the sixth core program component?

Response: There is no sixth component. They are only five components.

8. Can an Executive Summary be provided? And would the Executive Summary be included in the 35 page limit?

Response: This is up to the Applicant. If an executive summary is submitted, it will be part of the 35 page limit.

9. Are the Past Performance Reviews (PPRs) to be included in the body of the document (counted in the 35-page limit) or the Annexes (not counted in the 35-page limit)?

Response: Past Performance Reviews can be part of the Annexes and will **not** count in the 35 page limit.

10. On page 2 of the RFA (Section A: Purpose), it mentions six core program components, however only 5 are listed. Please confirm that there are only five core program components or please provide the sixth.

Response: There are only five core program components.

11. Page 20 of the RFA stipulates that the technical application shall follow the order outlined in Section V: 1) Technical Approach, 2) Past Performance, 3) Personnel Qualifications, and 4) Management Capability.

However, for Past Performance it requests “information sheets” and describes what we understand to be Past Performance Records, which are usually included in an Annex. May we include these PPRs in the Annex? If yes, what are USAID’s expectations for the Past Performance section *within* the 35-page limit? If no, does USAID require a specific or minimum number of PPRs to be submitted?

Response: PPRs can be included in an Annex and do not count towards the 35 page limitation. In the past performance section within the 35 page limitation a summary section can be provided showing the relevance of similar performance information as a predictor of probable performance under the subject award as required in the evaluation criteria. There is no specific or minimum number of PPRs to be submitted.

12. For the Personnel Qualifications section, it requests only resumes and letters of commitments while requiring organizations charts and a staffing plan to be included under the Management Capability section. Given that the resumes and letters of commitment are required to be in the Annex (per instructions on pg. 20) and descriptions of key positions are to be included in the Management Capability section, what are USAID’s expectations for the Personnel Qualifications section?

Response: If you mean that the Personnel Qualifications section will be included as an Annex, please note the this criteria will be evaluated based on the appropriateness of the qualifications of the entire implementing team and key personnel including the Chief of Party, resident team and the short-term technical assistance staff that will be proposed to handle the components described in the Program Description. Though, CVs and letters of commitment can be part of an Annex and will not count towards the 35 page limitation, the Applicant can provide a summary explanation under this section that will help show/highlight the appropriateness of the qualifications of the team that will be proposed to handle the Program Description.

13. Are there any formatting guidelines for the Technical Approach? For example, margins, type size and font?

Response: The Application is to be submitted via internet email only with attachments (5MB limit) per email compatible with MS WORD, Excel, adobe acrobat in a MS Windows environment. There has been a problem with the receipt of *.zip files due to an Agency policy which blocks zip files at the gateway. Therefore, Offerors are discouraged from sending files in this format as we can not guarantee their acceptance by the internet server. (Facsimile of the entire proposal is not authorized). It shall be typed on standard 8 1/2" x 11" paper (216mm by 297mm paper), single spaced, font Times New Roman, font size 10 with each page numbered consecutively. Graphics may be in a form and format of the offeror's choice with each page numbered consecutively. The Applications need to be submitted in MS Word/Excel **and** PDF format.

14. What is the Geographic Code for this program?

Response: The authorized geographic code for the procurement of goods and services is 000.

15. Is there a MB limit on the size of emails used for the submission of the applications?

Response: 5MB per e-mail.

16. Are there restrictions on the types of files used for the submission of the applications? Excel, Word, PDF?

Response: There are no restrictions on the types of files except that zip files are blocked. However, applications need to be submitted in MS Word/Excel **and** PDF format.

17. Given the 35-page limit on technical applications, will USAID authorize including past performance information required in Section IV. (A), page 20, as an attachment to the technical application?

Response: Yes, past performance information can be part of the attachments and do not count towards the 35 page limitation.

18. Given that a consortium may consist of several partners with relevant past performance history, may the past performance information sheets be submitted as an annex and not included in the 35 page limit?

Response: Yes, the past performance information maybe submitted as an annex and is not included in the 35 page limitation.